APPLICATION FOR EXTERNSHIP: Special Education
SPECIAL EDUCATION – GENERAL EDUCATION (SEDP 700)

IF YOU DO NOT HOLD A PROVISIONAL OR COLLEGIATE PROFESSIONAL TEACHING LICENSE, THIS APPLICATION MUST BE ACCOMPANIED BY ONE COPY OF YOUR RESUME, YOUR TUBERCULOSIS SCREENING TEST RESULTS, AN UNOFFICIAL COPY OF YOUR TRANSCRIPT, AND A COPY OF YOUR PASSING SAT or PRAXIS I Math/VCLA or PRAXIS I SCORES. If you hold a 5 year Professional Collegiate Teaching License in Virginia and are doing your externship on the job, all you will need to do is attach a copy of your license to this application. If you hold a provisional license and are doing your externship on the job, you only need to submit a copy of your test scores and a copy of your license with this application.

All parts of the application and accompanying documents must be typed or written legibly.

NAME ________________________________________ Student V#: ____________________

ADDRESS __________________________________ (STREET) (CITY) (STATE) (ZIP)

DAYTIME TELEPHONE ___________________________ HOME TELEPHONE ________________

EMAIL ___________________________ GPA ____________________

CURRENT EMPLOYER ____________________________________________________________

TEACHER CERTIFICATION CURRENTLY HELD:

COLLEGIATE PROFESSIONAL _______ PROVISIONAL _______ POSTGRADUATE PROFESSIONAL ______

SEMESTER FOR PLACEMENT: FALL _______ SPRING _______ SUMMER _______ YEAR _______

SEMESTER CREDIT HOURS: 3 HOURS _______

DESIRED PLACEMENT LEVEL: Elementary (K-5) ______ Mid School (6-8) ______ High School (9-12) _______

ARE YOU REQUESTING AN “ON THE JOB SITE” EXTERNSHIP PLACEMENT: YES ______ NO ______

DATE TEACHER PREPARATION APPLICATION SUBMITTED ________________________________

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NAME OF SCHOOL/SCHOOL DIVISION OR AGENCY REQUESTED:

1. ____________________________________________ 2. ____________________________________________

If requesting “ON THE JOB SITE” Externship:

Name of Cooperating Professional (Supervisor): ____________________________

Supervisor’s Years of Experience: ____________________________

Supervisor’s Licensure Certification and Endorsements: ____________________________

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Revised 8/2018
Licensure Eligibility Confirmation (Background questions – adopted from VDOE licensure application, July 2018)

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<tr>
<th>Question</th>
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<th>N</th>
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<td>Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony?</td>
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<td>Have you ever been convicted of, or entered a plea of guilty or no contest to, a criminal offense in another country?</td>
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<td>Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving a child (minor) or a student?</td>
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<td>Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving drugs (not alcohol)?</td>
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<td>Have you ever been the subject of a founded complaint of child abuse or neglect by a child protection agency?</td>
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<td>Have you ever had a teaching, administrator, pupil personnel services, or other education-related certificate or license revoked, suspended, invalidated, cancelled, or denied by another state, territory, or country; surrendered such a license or the right to apply for such a license; or had any other adverse action taken against such a license? Please note: This includes a reprimand, warning, or reproval and any order denying the right to apply or reapply for a license.</td>
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<td>Are you currently the subject of any review, inquiry, investigation, or appeal of alleged misconduct that could warrant discipline or termination by a school division or other education-related employer or an adverse action against a teaching, administrator, pupil personnel services, or other education-related license or certificate? Please note: This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges.</td>
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<td>Have you ever left any education-or school-related employment, voluntarily or involuntarily, under any of the following circumstances: (1) while the subject of a review, inquiry, investigation, or appeal of alleged misconduct; (2) when you had reason to believe a review, inquiry, investigation or appeal of alleged misconduct was under way or imminent; or (3) while any administrative or judicial proceeding involving and allegation of misconduct was pending, eligible for appeal, or under appeal? Please note: This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges.</td>
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Permission to Release confidential information:

I, __________________________________________________________________________ (print full name), am aware of and agree to the forwarding of my email, application, personal statement, transcript, TB results, and background check payment (if applicable) for the purpose of securing internship/student teaching placement(s) in a school(s) in one or more of the following school division(s): Henrico, Chesterfield, Hanover or Richmond.

Student’s Signature_________________________________________________________ Date ________________________

Advisor’s Signature_________________________________________________________ Date ________________________

DO NOT WRITE BELOW THIS LINE-APPROVED SCHOOL DIVISION/AGENCY USE ONLY

__________________________________________________________________________

SITE SUPERVISOR/PRINCIPAL_________________________________ DATE

AGENCY______________________________________________________ SUPERVISING TEACHER/COUNSELOR/ADMINISTRATOR

COORDINATOR_________________________________ DATE

Return to: VCU
School of Education - Student Services Center
P.O. Box 842020, Room 1037
Richmond, VA 23284-2020

Revised 8/2018