

**SPECIAL EDUCATION  
EXTERNSHIP**

**DUE DATE**  
September 1st for the Spring  
February 1st for the Fall  
*Revised December 2019*

**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 TEST RESULTS, AN UNOFFICIAL COPY OF YOUR TRANSCRIPT, AND A COPY OF YOUR **PASSING SAT, ACT and VCLA test SCORES**. If you hold a 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 and VCLA scores 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) \_\_\_\_\_ Middle 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: \_\_\_\_\_ Email address: \_\_\_\_\_

Supervisor’s Licensure Certification and Endorsements: \_\_\_\_\_

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

PLEASE READ CAREFULLY AND CHECK Y (yes) or N (no)	Y	N
Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony?		
Have you ever been convicted of, or entered a plea of guilty or no contest to, a criminal offense in another country?		
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?		
Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving drugs or alcohol?		
Have you ever been the subject of a founded complaint of child abuse or neglect by a child protection agency?		
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? <u>Please note:</u> This includes a reprimand, warning, or reproof and any order denying the right to apply or reapply for a license.		
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? <u>Please note:</u> This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges.		
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? <u>Please note:</u> This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges.		

**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**

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SITE SUPERVISOR/PRINCIPAL	DATE
AGENCY	SUPERVISINGTEACHER/COUNSELOR.ADMINISTRATOR
COORDINATOR	DATE

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