INSTRUCTIONS FOR RETRIEVING LICENSURE DOCUMENTS

As of June 21, 2023, the Virginia Department of Education (VDOE) is no longer printing licenses or requirements letters and evaluations for provisional licenses. In order to obtain a copy of your license or requirement letter/evaluation, you will need to register for an eGOV account and retrieve the document(s) electronically.

Please follow the instructions below to register for an account. If you already have an account, skip to Step 5 for instructions on retrieving your documents.

You can access eGOV via the VDOE Licensure site:
https://www.doe.virginia.gov/teaching-learning-assessment/teaching-in-virginia/licensure

---

Step 1:
Visit the site linked above, then click on the button labeled "Register for an Online Account"

Step 2:
The system requires you to first search to see if there is an existing record for you. Do this by entering your **Last Name** and **SSN**.

1. Enter your information into at least two of the fields below, one of which must be your SSN.
2. Press the **Search** button to search for your records based on the information you provided.

The system will either find your information on record (proceed to Step 4), or it will indicate there is no record and you need to manually register.

Step 3:

If the system is unable to find your information on record, you will be prompted to create a record. Enter the required information in order to register an account.

Initial Registration

We were unable to find your records based on the entered search criteria.

- If you do not currently hold an educator license in Virginia and have not already submitted a paper application, the form below will allow you to re Complete the form below and click the register button to create your record. Once logged into the e-Government application, you will be able to s
- If you currently hold a license or Statement of Eligibility in Virginia or you have already submitted a paper application to the Office of Licensure ai School Leadership. Do not complete this form if you have an educator license or submitted a paper application.

Name

Name Prefix: ex. Mr. | Mrs. | Dr.
First Name:
Middle Name:
Last Name:
Name Suffix: ex. Sr. | Jr. | III
Birth Date: MM/DD/YYYY
SSN: ex. 123456789
Gender: <select>
Ethnicity: Select

Step 4:

If the system finds your information on record, it will display your personal information. You cannot change your information at this point in the process, but you will be able to after you register. You can claim your account by creating a User ID, Password, and Password Question in the bottom box.

User ID

User ID*
ex. jsmith
Password*   Confirm Password*
Minimum 6 characters
Password Question: Password Answer:
ex. Favorite color?   ex. Blue

Register

Step 5:

Once you have registered or signed in, you will be brought to the Licensing Home Page.

If you hold a license, it should show your license information here.

Licensing Home Page

The list below displays all licenses currently held by you and all licenses currently being applied for.

Name

Name: Address:

Licenses

Postgraduate Professional License		Documents
License Number: PGP-0■■■■■	License Status: Active	
Issue Date: 6/27/2013	Expiration Date: 6/30/2023	

History		Documents
License Number: -	License Status: Active	
Issue Date: 4/27/2001	Expiration Date:	

If you do not hold a license, but have a completed/pending application, it will look like this:

Licensing Home Page

The list below displays all licenses currently held by you and all licenses currently being applied for.

Name

Name: Address:

Licenses

Application		Delete	Continue
License Number: Pending	License Status: Pending		
Issue Date:	Expiration Date:		

You can use this page to check the status of a pending license or licensure request or look at the licenses/communication documents on file for you. If you hold a license that was issued or re-issued recently (e.g. renewal, adding an endorsement, etc.), you should be able to download and print a copy of it using the "Documents" button on the blue line.
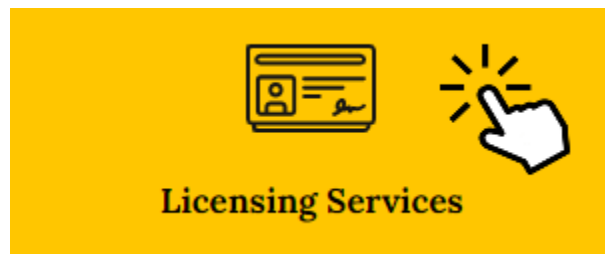
License Documents

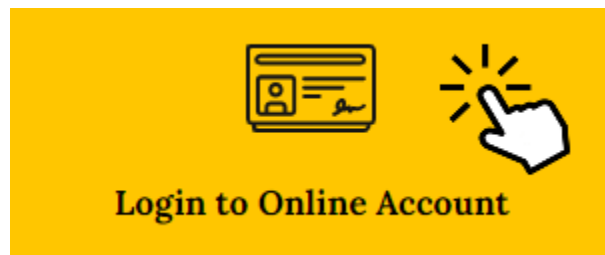| Name	Type	Download
Test Document 07242023	TL: Evaluations and Correspondence	Download

If your license is pending and VDOE issues correspondence, you will find it with the rest of your license documents, so you may need to look through a long list for document type "TL: Evaluations and Correspondence." This likely means that VDOE requires additional information before they can issue you a license. The file will indicate what is needed.

Name	Type	Download
	TL: Transcripts	Download
Checkletter 7 19 23	TL: Evaluations and Correspondence	Download
blank form	TL: College Verification Form	Download
VCLA scores	TL: Praxis and Other Tests	Download
civics	IMG: Documents	Download
child abuse	Child Abuse Rec Training Certificate	Download
dyslexia	Dyslexia Awareness Training Certificate	Download
CIEES	Behavior Intervention Training Cert	Download
Red Cross	FA/CPR/AED Training Certificate	Download
	TL: Other	Download
Praxis II scores	TL: Praxis and Other Tests	Download
RVE scores	TL: Praxis and Other Tests	Download

In the future, you can log in to the eGOV system by following the link above, then clicking on "Licensing Services"

Licensing Services

and then scrolling down and clicking on "Login to Online Account." We suggest that you bookmark this page for future use.
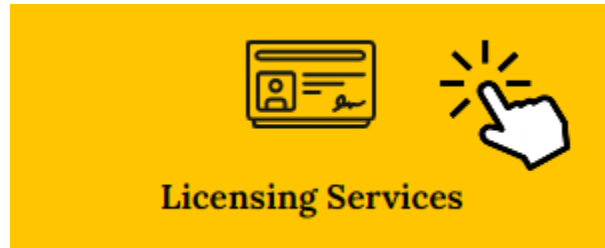
Login to Online Account
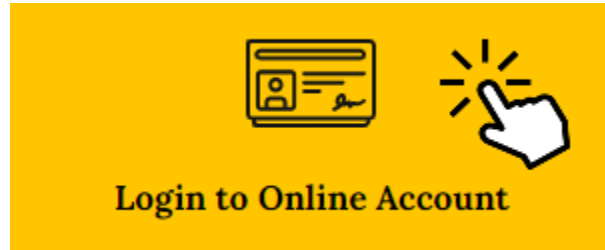
UPDATING YOUR PERSONAL INFORMATION IN eGOV

You can access eGOV via the VDOE Licensure site:

Step 1:

Log in to the eGOV system by following the link above, then clicking on "Licensing Services"

and then scrolling down and clicking on "Login to Online Account."

Step 2:

Login to eGOV using the User ID and password that you created previously.
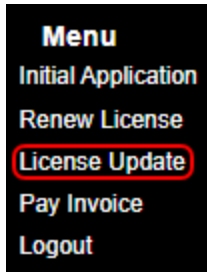

Welcome to the eGOV Online Licensing Portal

Please sign in below to access your registered account.

If you haven't already registered and wish to apply for an initial educator license, click **here** to register.

User Id: [ ]
Password: [ ]

Login

Step 3:

Select "License Update" from the menu located on the left-hand side of the page.

Step 4:

Select "Continue" for the License/Application that you would like to update.

Step 5:

Enter your corrected information in to the fields to change it.