

Application Packet Documentation Checklist

You must submit the following to have a complete application packet:

- Fully completed application form bearing all original signature(s).
- Application processing fee of \$50.00 in the form of a money order or cashier's check for each subject area evaluation being requested. Fee(s) must be made payable to: DC Treasurer. **NO PERSONAL CHECKS OR CASH ARE ACCEPTED!!!**
Application processing fee(s) are NON-REFUNDABLE, even if the final determination of the application does not result in the issuance of a license.
- Official transcripts or student issued transcripts sealed in a university or college envelope from ALL institutions where a degree was earned and where applicable coursework has been completed.
Photocopies of transcripts, grade reports or unofficial transcripts will not be accepted.
- Official Praxis, SAT, ACT, and/or GRE score report(s) verifying passing scores/equivalents for applicable DC licensure exams.
- If you completed a state-approved licensure program in the same subject area you are requesting, you must attach an "Out of State Approved Program Verification Form" completed by the School of Education at your institution of higher education (IHE), or an official of the state-approved program (non IHE-based).
- Copy of the front and back pages of your valid, out-of-state teacher, school service provider or school administrator license(s), where applicable.
- Official verification of teaching experience, completed by the Office of Human Resources in the state or jurisdiction where services were provided, where applicable.
- An official copy of your arrest and criminal history record that has been issued within the previous 12 months.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO SENDER UNPROCESSED.

Return complete application packets to:
OSSE – Division of Elementary and Secondary Education
Educator Licensure and Accreditation
810 First Street, NE 5th Floor / Washington, DC 20002
Questions? Please contact: educator.licensurehelp@dc.gov

NOTE: Please be reminded that if you are seeking the issuance of a DC license based upon **interstate reciprocity**, you MUST submit official documentation verifying each the following:

1. Completion of a state-approved teacher education program at an institution or organization located outside of the District of Columbia in the subject area matching the license being sought; **AND**
2. Possession of a valid out-of-state Level II license (full credential without deficiencies) in the subject area matching the license being sought; **AND**
3. Completion of a minimum of three (3) years of full-time PreK-12 teaching experience in the licensure subject area. The experience cannot include substitute teaching.

Candidates for reciprocity who do not meet the three (3) prerequisites above will be given a transcript analysis of their credentials. A transcript analysis may require license seekers to complete additional coursework and/or state tests prior to being issued a DC license.

PLEASE NOTE THAT THIS OFFICE CANNOT MAKE COPIES OF ORIGINAL DOCUMENTATION SUBMITTED WITH YOUR APPLICATION. YOU MUST REQUEST ADDITIONAL TRANSCRIPTS, TEST SCORE REPORTS OR OTHER OFFICIAL DOCUMENTS FROM THE ISSUING ENTITY AND/OR MAKE COPIES PRIOR TO SUBMITTING AN APPLICATION PACKET.