

Become a Teacher with Henrico County Public Schools



Career Pathways

[Approved Teacher Licensure Program](#)

[Career Switcher Program](#)

[Testing Route](#)

[Special Education Route](#)

[Experiential Route](#)

[Eligible by Major](#)

[Out-of-State Reciprocity](#)



Routes to a career in education

- Identify the pathways to a career in education
- Become aware of the available program options
- Have a better understanding of the provisional license process and licensure requirements in Virginia



Key licensure points

- Virginia Department of Education (VDOE) establishes licensure requirements, not HCPS
- Code of Virginia requires that School Divisions only hire applicants who are eligible for licensure for certified positions
- Licensure requirements are updated regularly, so it is important to follow the VDOE Licensure Regulations closely for the most up to date information
 - <https://law.lis.virginia.gov/admincode/title8/agency20/chapter23/>
- Once a candidate is eligible for a Virginia teaching license, they are eligible to be considered for hire in a teaching assignment with HCPS

Provisional license

- Provisional Licensure is a post-employment process
- A Provisional License is only issued by the Virginia Department of Education upon hire in a contracted teaching position with a Virginia public school division or accredited private school
- The Provisional License allows an individual additional time to meet remaining licensure requirements
- Documented progress should be made each school year with requirements met by the expiration date of the Provisional License

Routes to licensure

1. Approved Teacher Licensure Program

- Graduate and undergraduate programs offered for individuals with or without a Bachelor's Degree
 - [VDOE: Colleges & Universities with Approved Educator Programs](#)
 - **Caution:** Be sure you enroll in a program that leads to licensure. Some degree programs only lead to a degree and are not approved for licensure.

Guidance Tip: If you do not hold at least a Bachelor's Degree, contact a college program provider offering an approved undergraduate licensure program for enrollment details.

Routes to licensure

2. Career Switcher Program

- Eligible participants must have the following:
 - Earned at least a Bachelor's Degree from a regionally accredited University/College
 - 3 years of documented occupational work experience, other than contracted teaching experience in a K-12 setting
 - Passing scores on the approved Praxis Subject Assessment for the endorsement area
 - Passing scores on the Virginia Communications and Literacy Assessment (VCLA)

Guidance Tip: Enroll in the approved assessments using the VDOE issued listing: [Assessment Requirements for Virginia Licensure](#)

Routes to licensure

Career Switcher Approved Program Providers:

- Old Dominion University
- Regent University
- Shenandoah University
- Educate VA- Virginia Community College System
- Virginia Commonwealth University



Guidance Tip: The career switcher route to licensure is a fast and affordable track option approved by the VDOE to become a teacher! Enroll with a program provider as soon as you meet assessment requirements and you could be teaching by the next school year!

[Career Switcher Program Providers](#)

Routes to licensure

Advantages of completing one of the approved Licensure Programs:

- Prepares you to become a great teacher
- Takes the guesswork out of choosing the right courses to meet specific licensure requirements
- Flexibility in accepting completed coursework into program requirements
- Blending courses to meet licensure requirements often results in less coursework
- Student teaching experience
- Support with licensure changes

Routes to licensure

3. Testing Route

- Eligible participants must have the following:
 - Earned at least a Bachelor's Degree from a regionally accredited University/College
 - Passing scores on the approved Praxis Subject Assessment for the endorsement area

Caution: Please note this option does not apply to individuals seeking Early/Primary Education PreK-3, Elementary Education PreK-6 or Special Education

Guidance Tip: Enroll in the approved assessments using the VDOE issued listing: [Assessment Requirements for Virginia Licensure](#)

Routes to licensure

4. Special Education Route

- Eligible participants must have the following:
 - Earned at least a Bachelor's Degree from a regionally accredited University/College
 - Completed 3 semester hours of approved pre-requisite coursework in foundations, characteristics and legal aspects of teaching students with special needs

Guidance Tip: It is strongly recommended that you enroll in an approved licensure program immediately upon hire

Routes to licensure

5. Experiential Route

- Eligible participants must have the following:
 - Earned at least a Bachelor's Degree from a regionally accredited University/College
 - 3 years of documented work experience
 - Passing scores on the approved Praxis Subject Assessment for the endorsement area

Caution: Please note this option does not apply to individuals seeking Early/Primary Education PreK-3, Elementary Education PreK-6 or Special Education

Guidance Tip: Enroll in the approved assessments using the VDOE issued listing: [Assessment Requirements for Virginia Licensure](#)

Routes to licensure

6. Eligible by Major:

If you hold a Bachelor's Degree from an accredited college/university and majored in one of the following subjects, you would be eligible for a Provisional License in this subject area if hired for a teaching position:

- Biology
- Chemistry
- Dance Arts
- Earth Science
- Engineering
- English
- Foreign Language
 - (i.e.: French, Spanish, German etc.)
- Health & P.E.
- Mathematics
- Physics
- Theatre Arts
- Visual Arts

Routes to licensure

7. Out-of-State License Reciprocity

An individual coming into Virginia from any state may qualify for a Virginia teaching license with **comparable** endorsement areas if the individual has completed a state-approved teacher preparation program through a regionally accredited four-year college or university, or the individual holds a valid out-of-state teaching license (full credential without deficiencies) that must be in force at the time the application for a Virginia license is made.



Troops to teachers Virginia center

All current and former members of the U.S. Armed Forces may be eligible to participate in the Troops to Teachers Virginia Center Program

Your Troops to Teachers team will review your academic and career credentials to help identify teaching programs and colleges that fit with your prior experiences

Troops to Teachers Virginia Center will help you develop an individualized plan for meeting licensure

Troops to Teachers will help you understand the financial assistance available, including stipends provided through the national office to eligible TTT participants. For more information visit, <http://www.proudtoserveagain.com/Participants/FinancialAssistance>

Contact Information:

<https://troopstoteachersvirginia.wm.edu/>

Call: 757-221-3415 or E-Mail: tttvirginia@wm.edu



Candidates holding full valid or expired Virginia Licensure

Upon earning a **full renewable Collegiate Professional or Postgraduate Professional**, issued by the VDOE, additional endorsements can be added by passing the specific Praxis Subject Assessment for most endorsement areas. *(Does not include Elementary Education or Special Education. Does not apply to Technical Professional or Pupil Personnel Services Licenses.)*

Enroll for a Praxis Subject Assessment at www.ets.org

Candidates holding an expired Collegiate Professional, Postgraduate Professional, Technical Professional, Pupil Personnel Services or Provisional License issued by the VDOE may be eligible for a one-year extension upon hire with a Virginia school division if certain criteria is met.

Guidance Tip: Include a copy of all valid or expired licenses issued by the VDOE and all Praxis Subject Assessment Score Reports with your HCPS employment application process.

HCPS Application



Visit: [HCPS Careers](#)

Select: View Job Opportunities & Apply Online

Select: Register today

Enter: Your E-Mail, Name and create a password

Create your Profile and Upload your resume

Search for an Instruction position and then

Select: Apply Now



Application requirements

- Complete work history
- References to include current/most recent evaluating supervisor, cooperating teacher
- Praxis Subject Assessment scores *(if completed)*
- College Verification Form upon completion of approved licensure Program *(if applicable)*

OR

- Copy of valid-out-of-state, full credential with no deficiencies *(if applicable)*

Transcript Requirements

- Official transcripts from graduate and undergraduate coursework from all colleges attended
- Graduates of Foreign Institutes:
 - Must provide a transcript evaluation with a course-by-course analysis from a VDOE approved agency showing U.S. equivalency
 - [Graduates of Foreign Institutions of Higher Learning](#)

Role of the school division

Henrico County Public Schools
Human Resources Licensure Department
can provide licensure guidance, information and tools.

- Once hired with HCPS, you will work **directly** with our Human Resources Licensure department to submit your Virginia Licensure Application: [Application for a Virginia License](#)
- Contact our Human Resources Licensure department if you have any questions regarding applying for a licensed position or questions regarding eligibility for a license

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Stay connected with the HCPS team



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[@HenricoCareers](https://twitter.com/HenricoCareers)



[HCPS Careers Website](https://www.hcps.org/careers)



HCPS
HENRICO COUNTY PUBLIC SCHOOLS

The right to achieve.
The support to succeed.



SAFETY & WELLNESS



ACADEMIC GROWTH



EQUITY & OPPORTUNITY



RELATIONSHIPS

Just the Facts

2019-2020 Per Pupil Expenditure

Schools & Centers

Elementary.....	46
Middle.....	12
High.....	9
Advanced Career Education (ACE) Centers....	2
Alternative Program Centers.....	3
Total Schools and Centers.....	72

Students

Elementary.....	22,461
Middle.....	11,903
High.....	15,298
Other.....	520
Total Students.....	50,182

Graduates

Total 2018 Graduates.....	3,783
On-Time 2018 Graduation Rate....	92.3%
Plans to Continue Education.....	81.6%
Scholarships Accepted.....	\$27.9 Million

Student Diversity

African American.....	35.5%
Asian.....	11.4%
Caucasian.....	38.1%
Hispanic.....	10%
Other.....	5%
Economic Deprivation.....	47%
Number of Languages Spoken	100

Average Class Size

Elementary.....	19.5
Middle.....	22.5
High.....	22.5

Employees

Total Teachers.....	3,995
Total Employees (FTE).....	6,993

Finance 2018-19

Operating Budget.....	\$604.5 Million
Per Pupil Expenditure.....	\$10,725

(Data as of November 2018)

Henrico Schools a national, state leader

From academics to athletics to the arts, HCPS raising the bar

•Twenty-four Henrico County schools earned 2018 Virginia Index of Performance awards for advanced learning and achievement, presented by Gov. Northam and the Virginia Board of Education. HCPS was again tops in the region with the most schools recognized. Only the much larger school divisions in Fairfax and Loudoun counties had more schools receive the awards.

•Henrico Schools held its first ever “Career and Technical Letter-of-Intent Signing Day,” a version of the common practice of athletes publicly signing letters-of-intent for NCAA athletics. Seniors signed agreements in front of families, future employers and the media. An HCPS Facebook post about the idea drew 36,000 likes and 3,400 comments. The event was championed by Mike Rowe of Discovery Channel’s “Dirty Jobs,” and HCPS students and staff were featured on national TV.

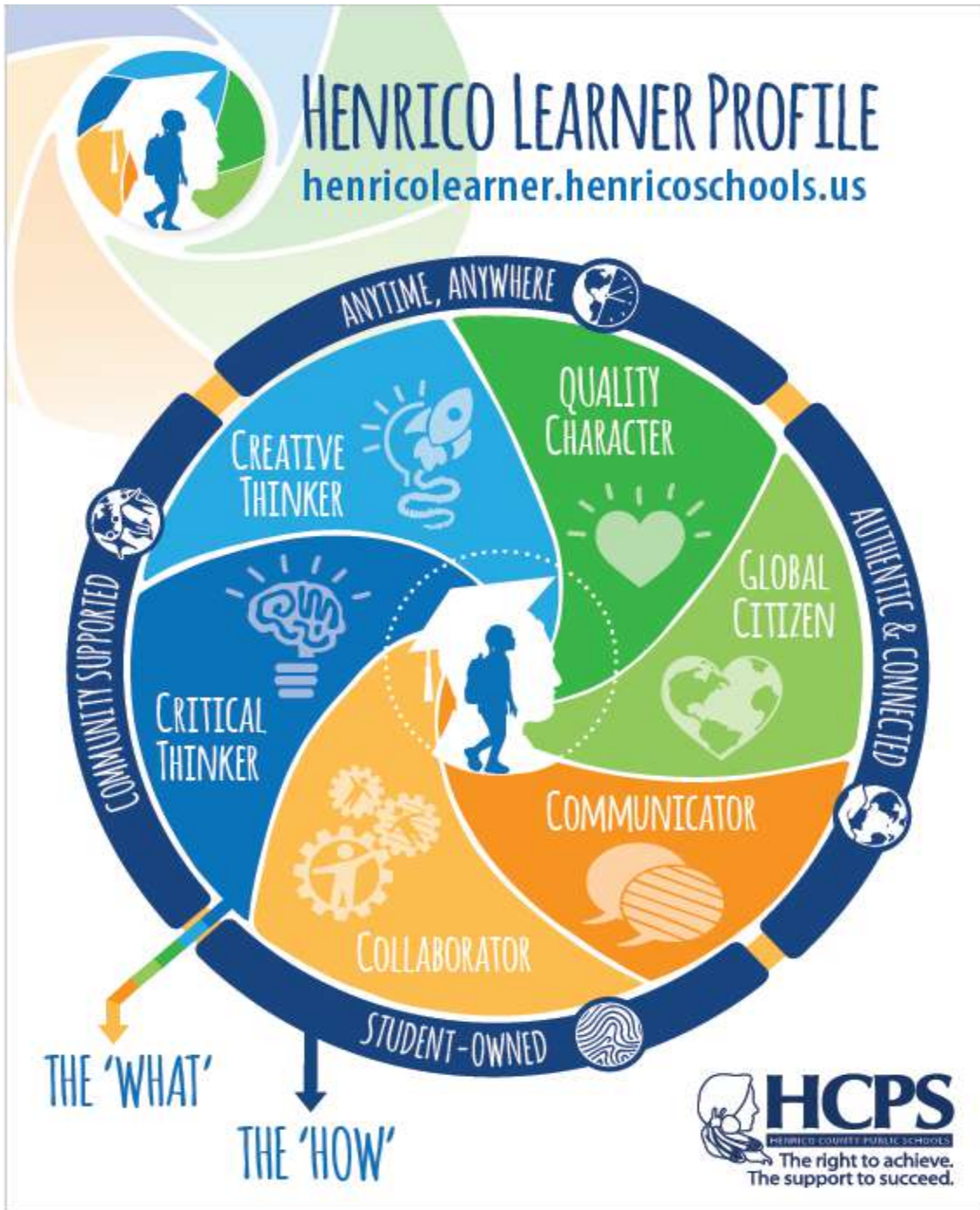
•As part of our continuing intense focus on literacy, HCPS teamed with Goodwill of Central and Coastal Virginia to give students more reading options. People give about a million books to Goodwill each week in the region, most of which end up being recycled. The “Spreading Goodwill Through Books” program, coordinated by HCPS Library Services, lets staff members choose books for classroom libraries and distribution. More than 60,000 books have been reclaimed for students and families.

•Henrico Schools earned eight 2018 Achievement Awards from the National Association of Counties for innovative programs to better serve citizens. Recognized were the Academy at Virginia Randolph’s mentoring program and three Career and Technical Education programs.

•Five HCPS high school teams won 2017-18 state titles: Deep Run HS won in golf, boys’ volleyball and girls’ tennis; Varina won in boys’ basketball; and Highland Springs’ football team won a third-straight state title. Deep Run also won its second straight Virginia High School League’s Wells Fargo Cup, which goes to the school with the best overall state record in 27 sports.

•For the 19th straight year, the National Association of Music Merchants named HCPS one of America’s “Best Communities for Music Education” for its commitment to music instruction.

•Eighth-grader Joseph Chambers won the regional spelling bee – the fifth straight year HCPS’ champ has won that title and advanced to the national bee in Washington.



The Henrico Learner Profile

Empowering students with the knowledge, skills, attributes, and experiences to be –

<https://henricolearner.henricoschools.us>