

Application Packet Documentation Checklist

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

- Fully completed application form bearing your original signature.
- 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.
- *Where applicable, official transcripts or student issued transcripts sealed in a university or college envelope from institutions where an applicable degree and/or coursework was completed.
Photocopies of transcripts, grade reports or unofficial transcripts will not be accepted.
- *Where applicable, official certificate(s) or training verification forms verifying completion of professional development activities.
- An official copy of your arrest and criminal history record that has been issued within the previous 12 months.

Please note that current employees of DC Public Schools (DCPS) and those being hired by DCPS (who have completed the fingerprinting process) may obtain clearance records from the DCPS Office of Human Resources.

Otherwise, please visit our website for instructions regarding Criminal Background Procedures for All Applicants.

***Note:** Teachers and Service Providers seeking licensure renewal **MUST** submit official documentation demonstrating completion of a minimum of 45 clock hours or 3 semester hours of professional development training activities directly related to the subject area of the license being renewed. The remaining renewal hours may cover any educational related subject, and these general education classes/workshops may be used to renew more than one license, as long as the professional development was completed within the renewal timeframe (four years prior to the submission of a renewal application for Regular II license holders; five years for Standard and Professional license holders).

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

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.