A Teacher Education candidate is eligible for a provisional license if:
   1. The candidate currently is working as a teacher in a DC public, private, or charter school.
   2. The candidate has achieved Praxis scores that meet the qualifying score set by the District of Columbia.
   3. The candidate currently is a student at Trinity.

Note: Only DC-based teacher education candidates may obtain provisional licensing through the District of Columbia Office of the State Superintendent of Education (OSSE).

The Trinity Washington University School of Education assists current Trinity students in obtaining the provisional license. It is the applicant’s responsibility to gather and submit the following documents, in their entirety and as a complete package, to the EDU administration office (Main 395).

Candidates for the F-4 license should prepare the following materials for submission. Several of the materials require advance preparation. Please note: partial application packages will not be accepted. Please make sure all information is complete, correct, and legible.

The School of Education will batch all applications and submit them to the District of Columbia Office of the State Superintendent of Schools (OSSE) on a bi-monthly basis. OSSE acknowledges receipt of applications packets from Trinity and estimates a six (6) week processing time following this acknowledgement.

A completed package must contain:

1. An official copy, in a sealed envelope, of the applicant’s personal arrest and criminal history that has been issued within the previous 12 months. Note: Current DC Public Schools employees and those being hired by DCPS who have completed the fingerprint process may obtain clearance records from the DCPS Office of Human Resources.

2. A $50 money order payable to DC Treasurer

3. An OSSE F-4 application with page 1 completed by the applicant and the employment verification section completed by an official at the employing school

4. [In finalizing the package, the School of Education will add: (a) a Trinity University admission letter showing appropriate program and (b) proof of the applicant’s enrollment in 6 credit hours of coursework at Trinity at the time of application.]

Proper submission of application package

- On Campus -- Submit to the EDU office administrator directly for an in-house review. If everything is acceptable, the package will be prepared for delivery to OSSE. If the package is not complete, it will be returned to the applicant, with notes.

- On Campus -- Submit it to a Dean in the School of Education. If everything is acceptable, the package will be prepared for delivery to OSSE. If the package is not complete, it will be returned to the applicant, with notes.

- Off Campus -- Mail it to the School of Education Administrative Office (Main 395). If everything is acceptable, the package will be prepared for delivery to OSSE. If the package is not complete, it will be returned to the applicant, with notes.