

How To: Update an Initial Application in VALO

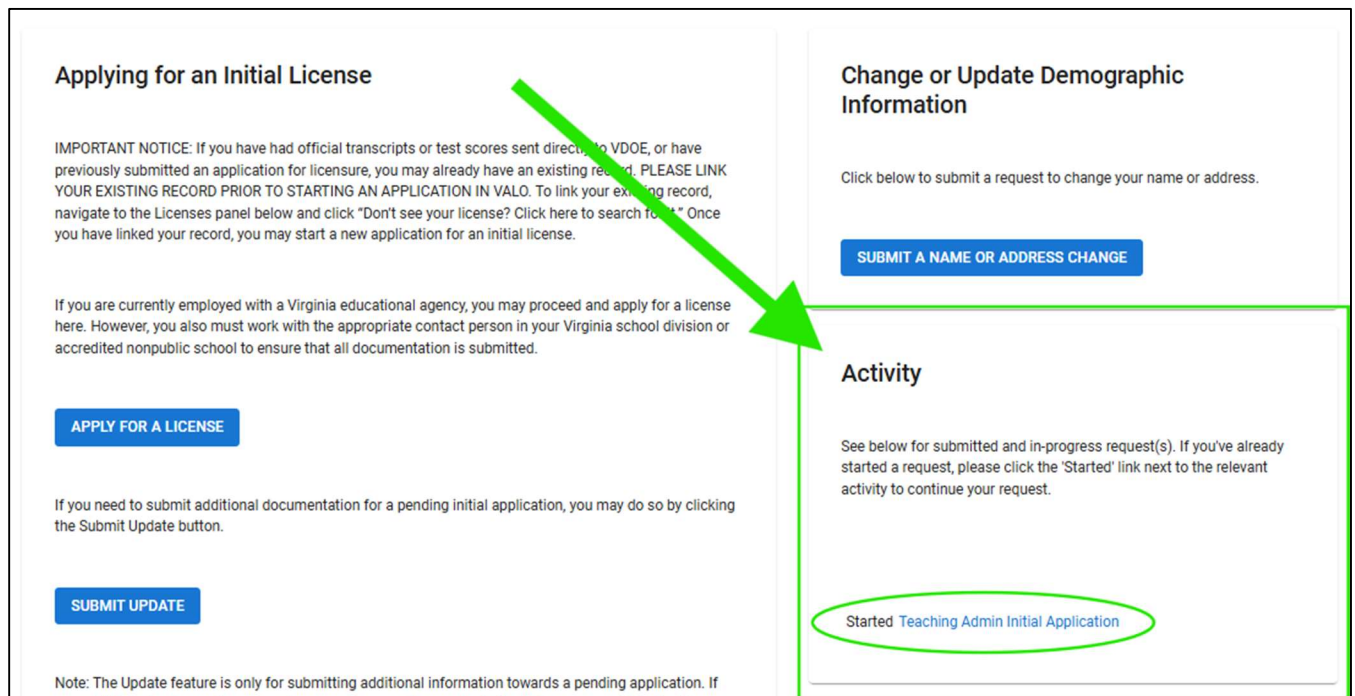
When a VALO application has been started and the form has been exited prior to finishing, it will maintain a “Started” status in the Activity panel. Individuals may return to a “Started” application to make edits and upload additional documentation before submitting the form.

When a VALO application has been successfully submitted, it will reflect a “Submitted” status in the Activity panel. Individuals may not return to a “Submitted” application to make edits or upload additional documentation; however, they may submit an Update form. The Update form provides a way for the individual to upload additional documentation to their submitted VALO application.

Please follow the instructions outlined in this guide to update your initial application by either continuing a “Started” application or submitting an Update to a “Submitted” application in VALO.

Continue a “Started” Application

1. Navigate to the Activity panel.
2. Click on the link for the “Started” Application.



Applying for an Initial License

IMPORTANT NOTICE: If you have had official transcripts or test scores sent directly to VDOE, or have previously submitted an application for licensure, you may already have an existing record. PLEASE LINK YOUR EXISTING RECORD PRIOR TO STARTING AN APPLICATION IN VALO. To link your existing record, navigate to the Licenses panel below and click “Don’t see your license? Click here to search for it.” Once you have linked your record, you may start a new application for an initial license.

If you are currently employed with a Virginia educational agency, you may proceed and apply for a license here. However, you also must work with the appropriate contact person in your Virginia school division or accredited nonpublic school to ensure that all documentation is submitted.

APPLY FOR A LICENSE

If you need to submit additional documentation for a pending initial application, you may do so by clicking the Submit Update button.

SUBMIT UPDATE

Note: The Update feature is only for submitting additional information towards a pending application. If

Change or Update Demographic Information

Click below to submit a request to change your name or address.

SUBMIT A NAME OR ADDRESS CHANGE

Activity

See below for submitted and in-progress request(s). If you’ve already started a request, please click the ‘Started’ link next to the relevant activity to continue your request.

Started Teaching Admin Initial Application

You will be brought back to the application form that you previously started. From here you may complete and submit your application.

Update a “Submitted” Application

1. Navigate to the Initial Application panel.
2. Click the “Submit Update” button.

Applying for an Initial License

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[APPLY FOR A LICENSE](#)

If you need to submit additional documentation for a pending initial application, you may do so by clicking the Submit Update button.

[SUBMIT UPDATE](#)

Note: The Update feature is only for submitting additional information towards a pending application. If you wish to submit an action request on your license, please refer to the Actions menu within the Licenses panel.

Change or Update Demographic Information

Click below to submit a request to change your name or address.

[SUBMIT A NAME OR ADDRESS CHANGE](#)

Activity

See below for submitted and in-progress request(s). If you’ve already started a request, please click the ‘Started’ link next to the relevant activity to continue your request.

Submitted [Teaching Admin Initial Application](#)

3. Follow the instructions to verify and/or make edits in the Demographics section.
4. Provide updated responses and attestation in the Questions section.
5. In the Documents section, you will be presented with an open upload field where you can upload additional documentation to be reviewed with your initial application. Select files to upload by clicking within the upload box or by dragging the file and dropping it into the gray box.

Documents

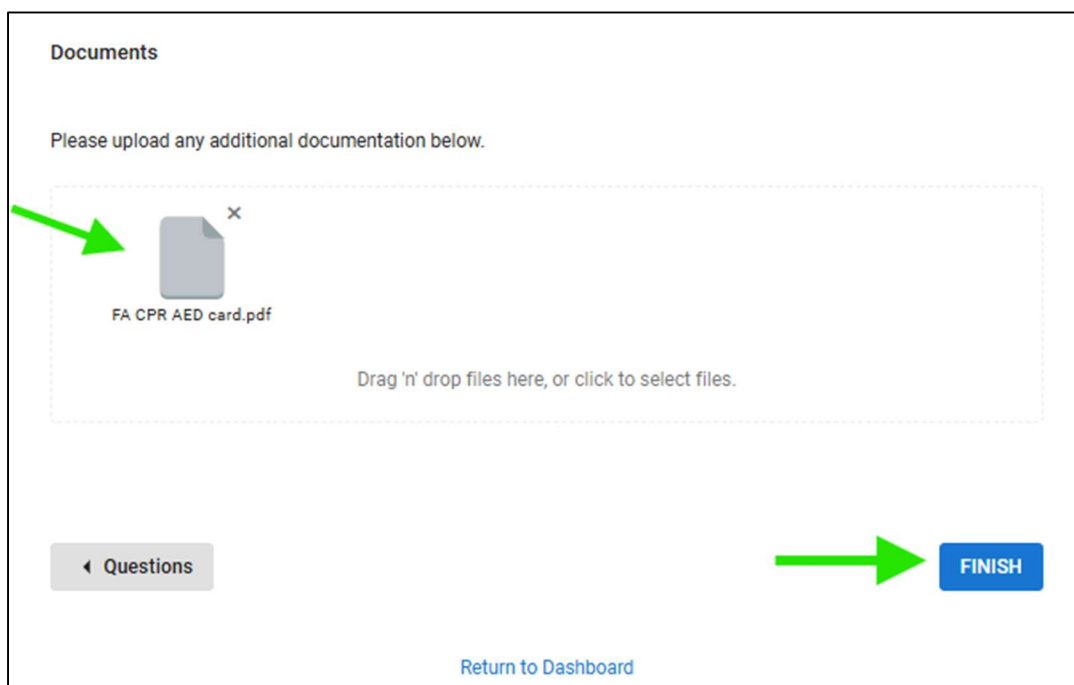
Please upload any additional documentation below.

Drag 'n' drop files here, or click to select files.

[← Questions](#) [FINISH](#)

[Return to Dashboard](#)

6. Once you have selected your files to upload, click “Finish”.



Documents

Please upload any additional documentation below.

FA CPR AED card.pdf

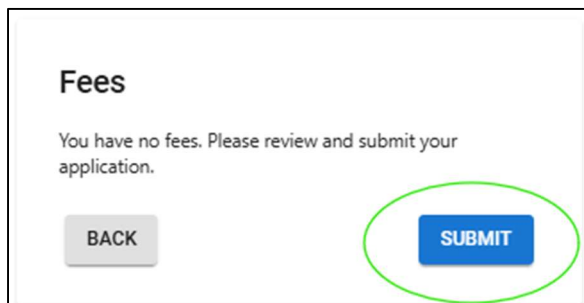
Drag 'n' drop files here, or click to select files.

Questions

FINISH

[Return to Dashboard](#)

7. On the Summary page, where you can review the preserved PDF of your Update form. Once you have reviewed everything, click the “Submit” button.
(There is no fee since you are submitting documentation to be added to an existing application.)



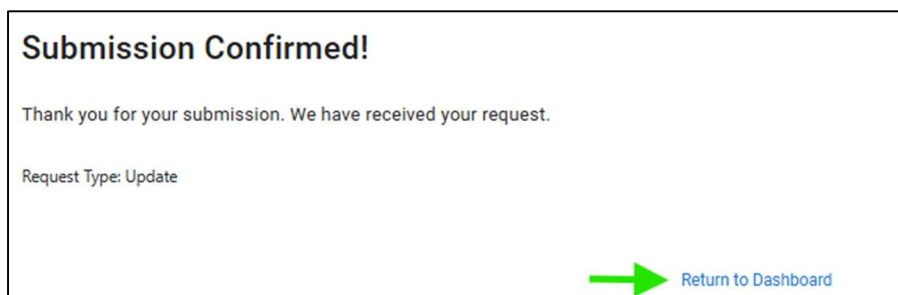
Fees

You have no fees. Please review and submit your application.

BACK

SUBMIT

8. Once your Update has been successfully submitted, you will be directed to the submission confirmation screen. Click “Return to Dashboard” to return to your VALO Dashboard.



Submission Confirmed!

Thank you for your submission. We have received your request.

Request Type: Update

[Return to Dashboard](#)