

How To: Request to Add an Endorsement in VALO

Individuals may submit a request through VALO to add select endorsement areas to their valid Virginia license. A request to add an endorsement may be submitted online if the individual is eligible for the endorsement through completion of an approved program, testing, or reciprocity.

Please note: Requests for an additional endorsement evaluation or to add an endorsement via an alternate route must continue to be submitted by mail directly from the employing Virginia public school division or nonpublic school.

Please follow the instructions outlined in this guide to submit a request to add an endorsement to a valid license in VALO.

1. Log into your VALO account.
2. On the Dashboard, direct your attention to the Licenses panel at the bottom left.

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 you wish to submit an action request on your license, please refer to the Actions menu within the Licenses panel.

Licenses

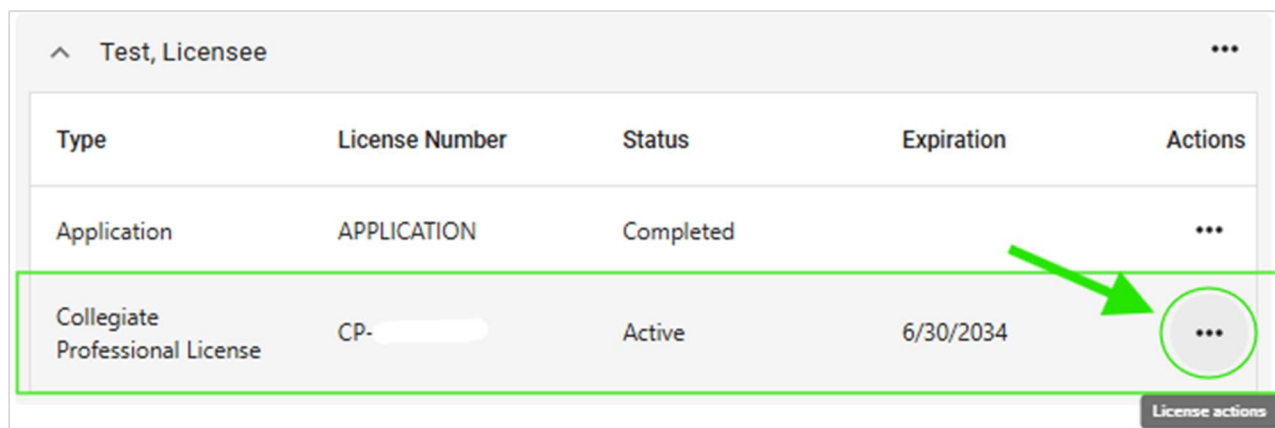
IMPORTANT NOTICE: If you currently hold or have ever held a license in Virginia, or have previously submitted an application for licensure, please be sure to link your existing record prior to submitting any other request(s). To link your existing record, click "Don't see your license? Click here to search for it."

To submit a licensure action request, click the ellipsis (...) under the Actions column beside the applicable license. Select your desired request from the Actions menu. You must hold an active Virginia license to submit an online action request. If the desired request is not indicated within the Actions menu, then it is not available for online submission.

Type	License Number	Status	Expiration	Actions
Application	APPLICATION	Completed		...
Collegiate Professional License	CP-	Active	6/30/2034	...

[Don't see your license? Click here to search for it.](#)

- Under the Actions column, click on the ellipsis beside the valid license to which you wish to add an endorsement. This will open the Actions menu.



Test, Licensee

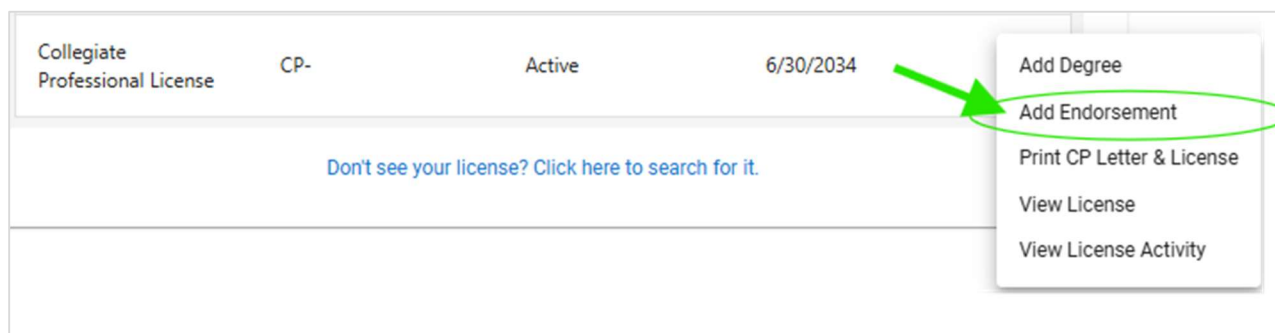
Type	License Number	Status	Expiration	Actions
Application	APPLICATION	Completed		...
Collegiate Professional License	CP- [redacted]	Active	6/30/2034	...

License actions

- Select "Add Endorsement" from the Actions menu.

Note: The Action menu will only display the Add Endorsement option for active, valid license types.

If you hold an active license and the Add Endorsement option does not show in your Actions menu, then you should work directly with your employer in submitting your request by mail.



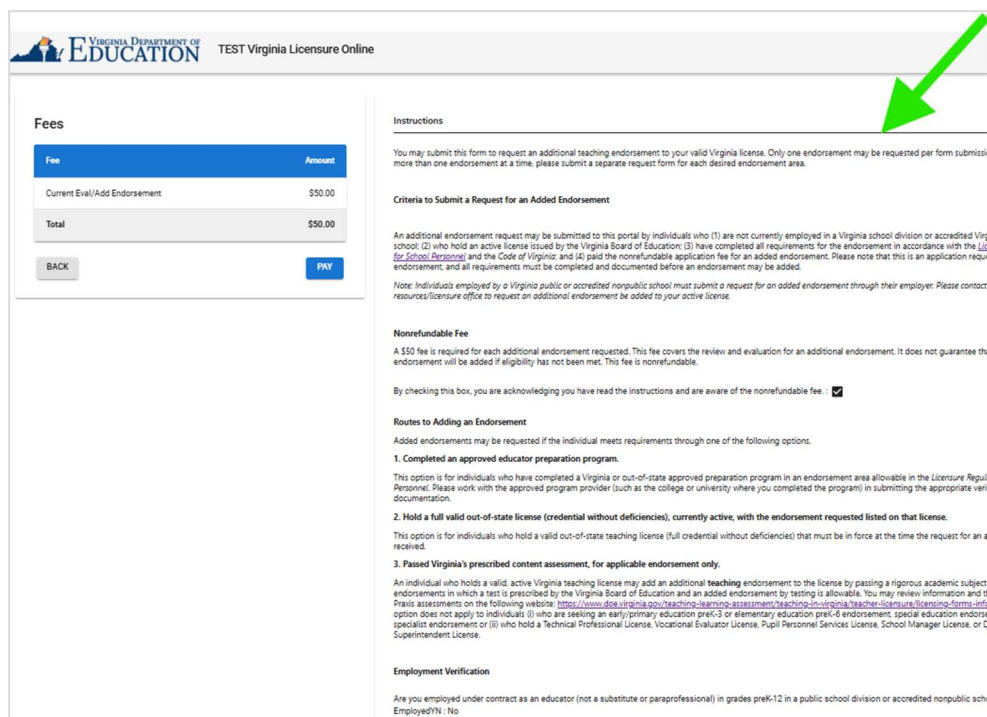
Collegiate Professional License	CP-	Active	6/30/2034	Add Degree Add Endorsement Print CP Letter & License View License View License Activity
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[Don't see your license? Click here to search for it.](#)

- Follow the prompts to navigate through the different sections within the Add Endorsement form. Follow the instructions and review the entered information carefully while completing each section.

Note: Not all endorsement areas are available to add through VALO. A select listing is available within the dropdown menu of the "Endorsement Request" section. If your desired endorsement is not listed, then your request must be submitted by mail.

6. Once you have completed your form and clicked the “Finish” button, you will be taken to the final page where you will have the opportunity to review a preserved copy of your Add Endorsement request form.



Virginia Department of Education TEST Virginia Licensure Online

Fees

Fee	Amount
Current Eval/Add Endorsement	\$50.00
Total	\$50.00

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Instructions

You may submit this form to request an additional teaching endorsement to your valid Virginia license. Only one endorsement may be requested per form submission; more than one endorsement at a time, please submit a separate request form for each desired endorsement area.

Criteria to Submit a Request for an Added Endorsement

An additional endorsement request may be submitted to this portal by individuals who (1) are not currently employed in a Virginia school division or accredited Virginia school; (2) who hold an active license issued by the Virginia Board of Education; (3) have completed all requirements for the endorsement in accordance with the [Virginia Code of Professional Standards for School Personnel](#) and the Code of Virginia; and (4) paid the nonrefundable application fee for an added endorsement. Please note that this is an application request endorsement, and all requirements must be completed and documented before an endorsement may be added.

Note: Individuals employed by a Virginia public or accredited nonpublic school must submit a request for an added endorsement through their employer. Please contact your school's licensure office to request an additional endorsement be added to your active license.

Nonrefundable Fee

A \$50 fee is required for each additional endorsement requested. This fee covers the review and evaluation for an additional endorsement. It does not guarantee the endorsement will be added if eligibility has not been met. This fee is nonrefundable.

By checking this box, you are acknowledging you have read the instructions and are aware of the nonrefundable fee.: ☒

Routes to Adding an Endorsement

Added endorsements may be requested if the individual meets requirements through one of the following options.

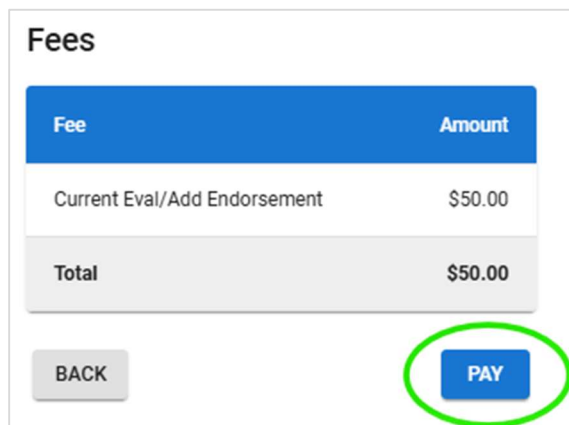
- Completed an approved educator preparation program.**
This option is for individuals who have completed a Virginia or out-of-state approved preparation program in an endorsement area allowable in the Licensure Regulations. Please work with the approved program provider (such as the college or university where you completed the program) in submitting the appropriate verification documentation.
- Hold a full valid out-of-state license (credential without deficiencies), currently active, with the endorsement requested listed on that license.**
This option is for individuals who hold a valid out-of-state teaching license (full credential without deficiencies) that must be in force at the time the request for an endorsement is received.
- Passed Virginia's prescribed content assessment, for applicable endorsement only.**
An individual who holds a valid, active Virginia teaching license may add an additional teaching endorsement to the license by passing a rigorous academic subject assessment in which a test is prescribed by the Virginia Board of Education and an added endorsement by testing is allowable. You may review information and test Praxis assessments on the following website: <https://www.doe.virginia.gov/teaching-learning/assessments/teaching-in-virginia/teacher-licensure/licensing-forms-info>. This option does not apply to individuals (i) who are seeking an early/primary education preK-3 or elementary education preK-6 endorsement; special education endorsement; specialist endorsement or (ii) who hold a Technical Professional License, Vocational Evaluator License, Pupil Personnel Services License, School Manager License, or Superintendent License.

Employment Verification

Are you employed under contract as an educator (not a substitute or paraprofessional) in grades preK-12 in a public school division or accredited nonpublic school?
Employed? ☐ Yes ☐ No

7. The final page also displays the fee for your request. Click “Pay” to be directed to a third-party vendor site to enter and submit your payment.

Important Notice: Upon successful submission of payment, do not close your internet browser.

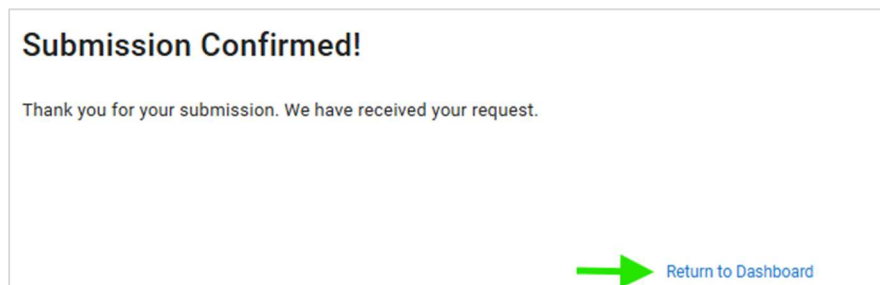


Fees

Fee	Amount
Current Eval/Add Endorsement	\$50.00
Total	\$50.00

[BACK](#) [PAY](#)

8. After completing the payment step, you will be redirected to the confirmation page in VALO. Click “Return to Dashboard” to return to your VALO Dashboard.



Submission Confirmed!

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

[Return to Dashboard](#)