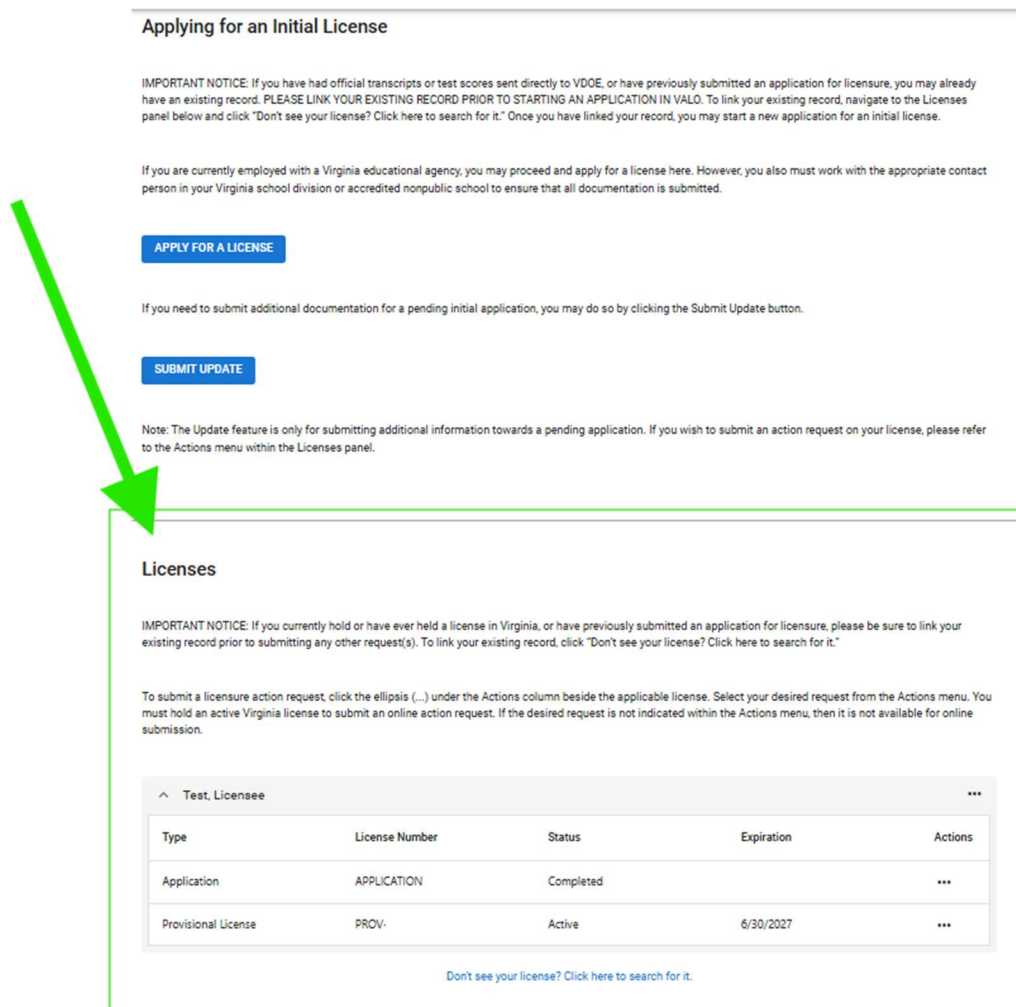


How To: View and Print your License in VALO

Individuals who wish to view and print a copy of their Virginia educator certificate may now do so through VALO.

Please follow the instructions outlined in this guide to view and print a copy of your valid Virginia license.

1. If you have not already done so, register and link to your existing licensure record in VALO. (Follow the steps provided in “How To Create a New VALO Account” and “How To Link to an Existing Licensure Record in VALO”.)
2. Log into your VALO account.
3. 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

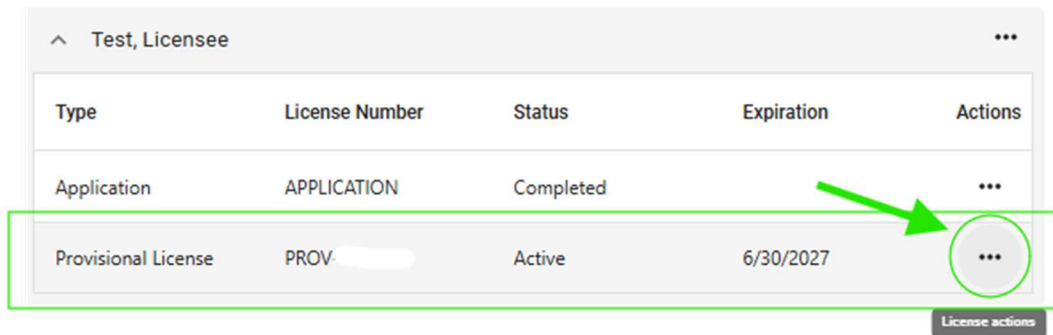
IMPORTANT NOTICE: If you currently hold or have ever held a license in Virginia, or have previously submitted an application for licensure, please be sure to link your existing record prior to submitting any other request(s). To link your existing record, click "Don't see your license? Click here to 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		...
Provisional License	PROV-	Active	6/30/2027	...

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

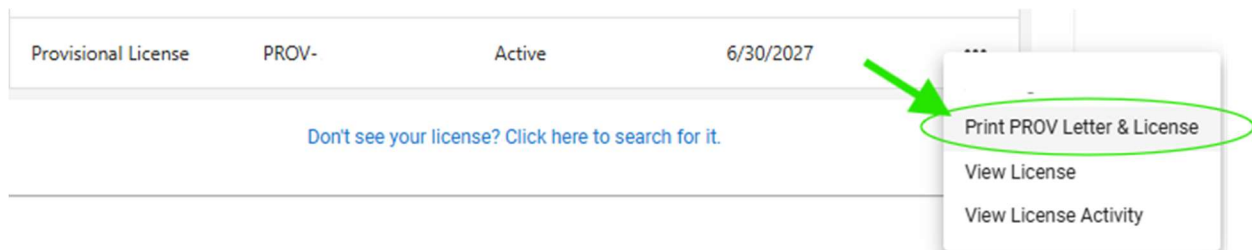
- Under the Actions column, click on the ellipsis beside the active license you wish to view/print. This will open the Actions menu.



Type	License Number	Status	Expiration	Actions
Application	APPLICATION	Completed		...
Provisional License	PROV-	Active	6/30/2027	...

License actions

- Select "Print License" from the Actions menu.



This will open and display a PDF of your license's cover letter and certificate. You may download, save, and/or print your license from this screen.

Important Notice: Only the cover letter and certificate will display through this feature.

If you have been issued a provisional or any other type of nonrenewable license, you are responsible for retrieving your deficiency listing and/or evaluation from the Documents section of VALO.