

**Virginia Department of Education
Division of Teacher Education and Licensure
PO Box 2120
Richmond, Virginia 23218-2120**

FEE SCHEDULE FOR LICENSURE

EFFECTIVE JANUARY 1, 2019

On November 15, 2018, the Board of Education approved the following revised Licensure Fee Schedule, **effective January 1, 2019**. Requests for the following actions must be accompanied by a personal check, money order, certified check, or cashier's check made payable to the Treasurer of Virginia. A \$50 processing fee will be charged for a returned check. Applicants may also utilize the Pay Now feature on the Office of Licensure website to pay for the application fee upfront. Please note that if this option is utilized, the receipt must be **printed and submitted** with the application packet.

INITIAL LICENSE APPLICATION FEE

In-state: \$100

Out-of-state: \$150

SUPERINTENDENT LICENSE APPLICATION FEE

In-state: \$200

Out-of-state: \$300

LICENSE RENEWAL: \$50

Renewals may be submitted to the Office of Licensure any time after January 1 of the year the license expires.

ADD/EVALUATE FOR AN ADDITIONAL ENDORSEMENT: \$50

Requests for evaluations for additional endorsements are conducted at the request of an employing Virginia school division or nonpublic school. An individual not currently teaching in Virginia may add an additional endorsement if the individual has met the requirements for the additional endorsement sought through a Virginia approved program or is eligible for an additional endorsement based on reciprocity (completing an approved teacher preparation program in another state or holding the endorsement on a valid out-of-state license with no deficiencies). An individual who holds a teaching license may add an additional endorsement to the license by passing a rigorous academic subject test prescribed by the Board of Education. This testing option does not apply to individuals who are seeking an early/primary preK-3 or elementary education preK-6 endorsement or who hold a technical professional license, vocational evaluator license, pupil personnel services license, school manager license, or division superintendent license.

OTHER ACTIONS ON LICENSES: \$25 [Add a degree or duplicate/copy a license. Please note that there is no fee for a name change on a license. However, if a name change is the only request, a \$25 fee for duplicating the license will be assessed.]

Requests received in the Office of Licensure on and after January 1, 2019, will be subject to this new fee schedule. Effective January 1, please note that we no longer have the "cap" on fees, so each request listed above will be assessed the fee listed.