

*Department of Teacher Education and Licensure  
Virginia Department of Education  
P. O. Box 2120  
Richmond, Virginia 23218-2120*

**Adding Teaching Endorsements to a Virginia License**

The [Licensure Regulations for School Personnel](#) allows an individual holding a valid Virginia license issued by the Board of Education to add an endorsement by one of the following options. Please note that all conditions for licensure set forth in the Board of Education regulations and the *Code of Virginia* must be met.

If you are currently employed by a Virginia school division or accredited nonpublic school, your credentials must be submitted on your behalf by the employing educational agency. Please contact your Human Resources Office to inquire who is the licensure contact in your division/nonpublic accredited school.

If you are not employed by a Virginia public school division or nonpublic accredited school, directions are provided to submit your request if you are seeking an additional endorsement through a Virginia approved teacher preparation program, reciprocity, or testing option.

**Virginia Approved Teacher Preparation Program:**

An individual who has completed a Virginia Board of Education approved teacher preparation program (including an applicable experience) may apply for the endorsement.

To apply to add an endorsement, submit the following documents that can be found in the Application for a Virginia License at <http://www.doe.virginia.gov/teaching/licensure/index.shtml>. Include in your packet:

**1. Application Form**

Please respond to all questions on the application form. SIGN AND DATE BOTH PAGES OF THE APPLICATION. Original signatures with a current date are required. The applicant is responsible for notifying the Department of Teacher Education and Licensure in writing of mailing address changes.

**2. Nonrefundable Fee**

A \$50 fee is required to add each endorsement. A \$50 processing fee is assessed for a check returned for any reason. Returned checks are subject to collection action.

**3. College Verification Form**

If you have completed an undergraduate and/or graduate state-approved preparation program, the College Verification Form must be completed by the certification/licensure officer of the college or university where you completed the program. The student teaching/practicum/internship verification (Part III) must be completed for each student teaching/practicum/internship experience.

**4. Report on Experience, if Applicable**

This form must be completed by the appropriate official(s) at a public school division or accredited nonpublic school if you have completed at least one year of full-time contractual teaching or other contracted instructional school professional experience at a public or accredited nonpublic school.

**5. Professional Teacher's Assessment Scores, if Applicable**

Include a copy of the score reports for the Virginia licensure assessments taken and passed. Electronic scores sent to the Department from the testing companies are not always transferred; therefore, include copies of score reports (include the first page of the score reports). Please refer to the testing information on the Licensure website.

**6. Official Student Transcripts**

Include an official transcript, with the conferral date (if applicable), from the college or university that you attended.

**Reciprocity:**

An individual coming into Virginia from any state may qualify for comparable endorsement areas if the individual (i) has completed a state-approved teacher preparation program through a regionally accredited four-year college or university or (ii) holds a valid out-of-state teaching license (full credential without deficiencies) that shall be in force at the time the application for a Virginia license is made.

To apply to add an endorsement, submit the following documents that can be found in the Application for a Virginia License at <http://www.doe.virginia.gov/teaching/licensure/index.shtml>. Include in your packet:

**1. Application Form**

Please respond to all questions on the application form. SIGN AND DATE BOTH PAGES OF THE APPLICATION. Original signatures with a current date are required. The applicant is responsible for notifying the Department of Teacher Education and Licensure in writing of mailing address changes.

**2. Nonrefundable Fee**

A \$50 fee is required to add each endorsement. A \$50 processing fee is assessed for a check returned for any reason. Returned checks are subject to collection action.

**3. Out-of-state License(s)**

Include a photocopy of each of your active out-of-state license(s), and any additional documentation received with the license(s), if applicable.

**4. College Verification Form, if Applicable**

If you have completed an undergraduate and/or graduate state-approved preparation program, the College Verification Form must be completed by the certification/licensure officer of the college or university where you completed the program. The student teaching/practicum/internship verification (Part III) must be completed for each student teaching/practicum/internship experience.

**5. Written Explanation and Supporting Documents**

Include a written explanation of how the endorsement was earned (example: if an endorsement was added after passing an assessment); and provide documentation, if it had not previously been submitted into the licensure office, of how you earned the endorsement (example: a copy of the assessment score report).

**Testing:**

An individual who holds a teaching license may add an additional **teaching** endorsement to the license by passing a rigorous academic subject test for endorsements in which a test is prescribed by the Virginia Board of Education. You may review the current listing of Praxis assessments on the following website: <http://www.doe.virginia.gov/teaching/licensure/index.shtml>. This testing option does not apply to individuals (i) who are seeking an early/primary education preK-3 or elementary education preK-6 endorsement, special education endorsements, or a reading specialist endorsement or (ii) who hold a Technical Professional License, Vocational Evaluator License, Pupil Personnel Services License, School Manager License, or Division Superintendent License.

To apply to add an endorsement, submit the following documents:

**1. Request for an Endorsement to be Added**

Include a written request with your name, license number or Social Security number, and the endorsement you would like added to your valid Virginia license.

**2. Nonrefundable Fee**

A \$50 fee is required to add each endorsement. A \$50 processing fee is assessed for a check returned for any reason. Returned checks are subject to collection action.

**3. Professional Teacher's Assessment Scores, if Applicable**

Include a copy of the score reports for the Virginia licensure assessments taken and passed (include the first page of the score reports). Electronic scores sent to the Department from the testing companies are not always transferred; therefore, include copies of score reports. Please refer to the testing information on the Licensure website.

**Course-by-course Transcript Review:**

Course-by-course transcript review requests must be submitted to the Department of Teacher Education and Licensure by a Virginia school division or accredited nonpublic school's designated licensure representative, on your behalf.

If you are employed with a Virginia school division or accredited nonpublic school, submit the following documents to your employer for a review:

**1. Nonrefundable Fee**

A \$50 fee is required to add each endorsement. A \$50 processing fee is assessed for a check returned for any reason. Returned checks are subject to collection action.

**2. Report on Experience, if Applicable**

This form must be completed by the appropriate official(s) at a public school division or accredited nonpublic school if you have completed at least one year of full-time contractual teaching or other contracted instructional school professional experience at a public or accredited nonpublic school.

**3. Official Student Transcripts**

Include official transcripts from all colleges and universities attended, if not been previously submitted to the Department of Teacher Education and Licensure. Contact the registrar's office of

each college or university where you have earned a degree or completed coursework. Request official student transcripts to be sent to you, and submit the transcripts to your employer. Official student transcripts that have been issued to students are acceptable. {Do not have transcripts sent directly from the institution to this office.}

**Submit all forms and documents requested, in a single packet. If you are employed with a Virginia school division or accredited nonpublic school, submit the following documents to your employer. If you are not employed, submit the packet to the Virginia Department of Education, Department of Teacher Education and Licensure, P.O. Box 2120, Richmond, Virginia 23218-2120.**

All endorsement requirements for Virginia can be found in the *Licensure Regulations for School Personnel* at:

<https://law.lis.virginia.gov/admincode/title8/agency20/chapter23/>.

Information regarding the Professional Teacher's Assessments, Testing for Foreign Language Applicants to include information regarding the ACTFL assessment and Fee Schedule can be found at:

<http://www.doe.virginia.gov/teaching/licensure/index.shtml>.