



### License Changes, Upgrade, or Add-On Endorsement Form

To request a change to your current VDOE professional teacher licensed, please complete this form and submit it to Ila James, Human Resources Generalist – Licensure, at [ijames266@nps.k12.va.us](mailto:ijames266@nps.k12.va.us).

Be sure to attach all applicable documentation, which may include a copy of the official test score report and/or official transcript. If an official transcript is required, a paper/hard copy issued by the registrar's office of the college/university or a third party vendor such as Parchment. The transcript must be in a sealed envelope. Electronic transcripts are not acceptable.

Attach a money order, cashier's check, or certified check made payable to *Treasurer of Virginia*. The fee schedule appears below.

- New Degree - \$25.00 per Endorsement
- New Endorsement - \$50.00 per Endorsement
- Evaluation for New Endorsement - \$50.00 per Endorsement

**All applicants must complete this section.**

Name	_____	Employee ID Number	_____
Street Address	_____	Apartment or Unit	_____
City	_____	State	_____
		Zip Code	_____

**For new degrees, complete this section. The cost is \$25.00.**

Note: The VDOE will not indicate the words *master's + 30* or the Certificate of Academic Graduate Studies (CAGS). National Board Certification (NBCT) will not appear as a designation on a VDOE license.

☐ Master's Degree      ☐ Educational Specialist      ☐ Doctorate Degree

**For new endorsements or to be evaluated for a new endorsement, complete this section. The cost is \$50.00 per endorsement.**

Name of New Endorsement	_____
Name of New Endorsement	_____
Name of New Endorsement	_____

**For new designations, complete this section. The cost is \$25.00 if this is the only change you are making to your license. Otherwise, there is no cost.**

☐ First Aid/CPR      ☐ Dyslexia Awareness

**For name changes, complete this section. The cost is \$25.00 if this is the only change you are making to your license. Otherwise, there is no cost.**

Previous Name (Last, First, MI)	_____
New Name (Last, First, MI)	_____

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date