

## Adding Endorsements

Most endorsements can be added to a full teaching license through testing. (Praxis Scores)

Early/Primary preK-3 or Elementary Education preK-6 can not be added to a license through testing.

When seeking to add an endorsement to your license please submit your test scores and a check (**made out to the Treasurer of Virginia**) to Michael Thomas in Human Resources. Please submit both at the same time. **Each endorsement added to your license is a \$50 fee.**

If you are looking to change your address or your name with VDOE this can be done without an additional fee at this time. Please fill out the following [form](#) to change your address or name.

If you are looking to add a **Reading Specialist, Gifted Education, Special Education, or Administration and Supervision endorsement** you will need the following:

### Reading Specialist

To add a Reading Specialist endorsement to your license you **MUST** complete a master's level college program for a Reading Specialist from a regionally accredited university. That includes a practicum.

You will need to submit the following to HR:

- **Official college transcript** (must be **sealed** and sent to you, **NOT** HR)
- **College verification form** (completed by your college)
- **Report on experience form** signed by your principal or advisor. The report on experience from must document at least three years of successful classroom teaching experience in which the teaching of reading was an important responsibility
- **RVE Scores** (Reading for Virginia Educators)
- **\$50 Check to the Treasurer of Virginia**

**Please submit everything together to Human Resources**

### Gifted Education

To add the Gifted Education endorsement to your license you **MUST** complete a Gifted Education program from a regionally accredited university or complete **12 semester hours** of graduate-level coursework in gifted education.

You will need to submit the following to HR:

- **Official college transcript** (must be **sealed** and sent to you, **NOT** HR)
- **Report on experience form** signed by your principal or advisor documenting at least one year of successful, full-time teaching experience with gifted students.
- **\$50 Check to the Treasurer of Virginia**

**Please submit everything together to Human Resources**

### **Special Education-Add on Endorsement**

To add a Special Education Endorsement to your license you **MUST** have completed **15 semester hours** in the education of students with disabilities (see VDOE for courses needed)

You will need to submit the following to HR:

- **Official college transcript** (must be **sealed** and sent to you, **NOT** HR)
- **College verification form** (completed by your college)
- **Report on experience form** signed by your principal or advisor verifying at least one year of full-time teaching experience with students with disabilities accessing the general curriculum.
- **RVE Scores and VCLA Scores**
- **\$50 Check to the Treasurer of Virginia**

**Please submit everything together to Human Resources**

### **Administration and Supervision K-12 Endorsement**

To add the Administration and Supervision Endorsement to your license you will need to complete a masters level education program in Administration and Supervision.

You will need to submit the following to HR:

- **Official college transcript upon completion of the Administration and Supervision program**
- (must be **sealed** and sent to you, **NOT** HR)
- **College verification form** (completed by your college)
- **Report on experience form** signed by your principal or advisor. Verifying at least three years of successful full-time teaching experience that require the individual to be fully licensed.
- **SLLA Scores** (School Leaders Licensure Assessment)
- **\$50 Check to the Treasurer of Virginia**
- **If you currently have a Collegiate Professional license you will need to pay an additional \$25 to VDOE to add your master's degree. This will change your license to a Post Graduate Professional license.**

**Please submit everything together to Human Resources**

Please note that the only way to add an endorsement to your license is to have your request made through your school division. Please do **NOT** have your Praxis scores sent to VDOE, as they will not be accepted. VDOE will, unfortunately, throw away Praxis scores that are sent directly to them.

When you receive your test scores please make sure to **save** the PDF to your computer. **ETS will charge you a fee to access your scores in the future but if you save the PDF, this can be avoided.**

If you have any questions about adding an endorsement or any licensure questions, please feel free to email Michael Thomas at [mthomas2@albemarle.org](mailto:mthomas2@albemarle.org)