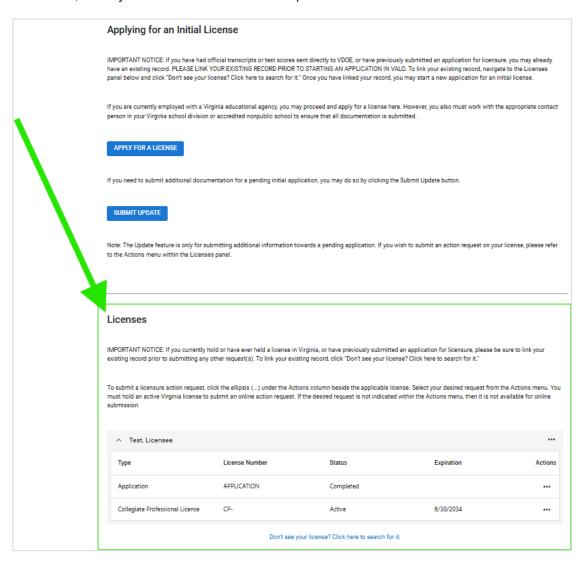


## 10. Request to Add an Endorsement in VALO

Individuals may submit a request through VALO to add select endorsement areas to their valid Virginia license. A request to add an endorsement may be submitted online if the individual is eligible for the endorsement through completion of an approved program, testing, or reciprocity. Follow the instructions outlined in this guide to submit a request to add an endorsement to a valid license in VALO.

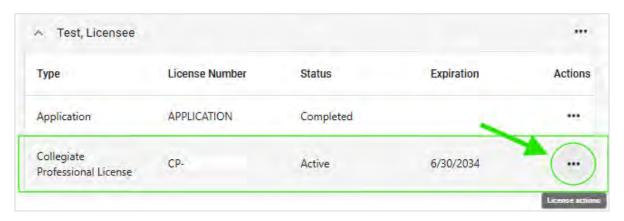
**Important Notice:** Requests for an additional endorsement evaluation or to add an endorsement via an alternate route must continue to be submitted by mail directly from the employing Virginia public school division or nonpublic school.

- 10.1. Log into your VALO account.
- 10.2. On the Dashboard, direct your attention to the Licenses panel at the bottom left.

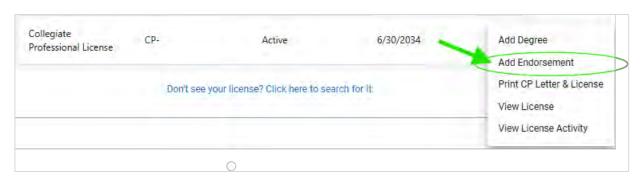


10.3. Under the Actions column, click on the ellipsis beside the valid license to which you wish to add an endorsement. This will open the Actions menu.





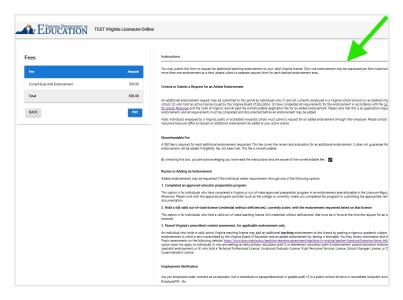
10.4. Select "Add Endorsement" from the Actions menu. The Action menu will only display the Add Endorsement option for active, valid license types. If you hold an active license and the Add Endorsement option does not show in your Actions menu, then you should work directly with your employer in submitting your request by mail.



10.5. Follow the prompts to navigate through the different sections within the Add Endorsement form. Follow the instructions and review the entered information carefully while completing each section. Not all endorsement areas are available to add through VALO. A select listing is available within the dropdown menu of the "Endorsement Request" section. If your desired endorsement is not listed, then your request must be submitted by mail.

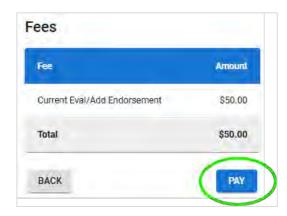


10.6. Once you have completed the form and clicked the "Finish" button, you will be taken to the final page where you will have the opportunity to review a preserved copy of your Add Endorsement request form.



10.7. The final page also displays the fee for your request. Click "Pay" to be directed to a third-party vendor site to enter and submit your payment.

Important Notice: Upon successful submission of payment, do not close your internet browser.



10.8. After completing the payment step, you will be redirected to the confirmation page in VALO. Click "Return to Dashboard" to return to your VALO Dashboard.

