



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.

Applying for an Initial License

IMPORTANT NOTICE: If you have had official transcripts or test scores sent directly to VDOE, or have previously submitted an application for licensure, you may already have an existing record. PLEASE LINK YOUR EXISTING RECORD PRIOR TO STARTING AN APPLICATION IN VALO. To link your existing record, navigate to the Licenses panel below and click "Don't see your license? Click here to search for it." Once you have linked your record, you may start a new application for an initial license.

If you are currently employed with a Virginia educational agency, you may proceed and apply for a license here. However, you also must work with the appropriate contact person in your Virginia school division or accredited nonpublic school to ensure that all documentation is submitted.

[APPLY FOR A LICENSE](#)

If you need to submit additional documentation for a pending initial application, you may do so by clicking the Submit Update button.

[SUBMIT UPDATE](#)

Note: The Update feature is only for submitting additional information towards a pending application. If you wish to submit an action request on your license, please refer to the Actions menu within the Licenses panel.

Licenses

IMPORTANT NOTICE: If you currently hold or have ever held a license in Virginia, or have previously submitted an application for licensure, please be sure to link your existing record prior to submitting any other request(s). To link your existing record, click "Don't see your license? Click here to search for it."

To submit a licensure action request, click the ellipsis (...) under the Actions column beside the applicable license. Select your desired request from the Actions menu. You must hold an active Virginia license to submit an online action request. If the desired request is not indicated within the Actions menu, then it is not available for online submission.

Type	License Number	Status	Expiration	Actions
Application	APPLICATION	Completed		...
Collegiate Professional License	CP-	Active	6/30/2034	...

[Don't see your license? Click here to search for it.](#)

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.

Test, Licensee

Type	License Number	Status	Expiration	Actions
Application	APPLICATION	Completed		...
Collegiate Professional License	CP-	Active	6/30/2034	...

License actions

- 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.

Collegiate Professional License	CP-	Active	6/30/2034	Add Degree Add Endorsement Print CP Letter & License View License View License Activity
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Don't see your license? [Click here to search for it.](#)

- 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.

The screenshot shows the 'TEST Virginia Licensure Online' page. On the left, under the 'Fees' section, there is a table with two columns: 'Fee' and 'Amount'. The table lists 'Current Eval/Add Endorsement' for \$50.00 and a 'Total' of \$50.00. Below the table are 'BACK' and 'PAY' buttons. The main content area on the right is titled 'Instructions' and contains several sections: 'You may submit this form to request an additional teaching endorsement to your valid Virginia license. Only one endorsement may be requested per form submit more than one endorsement at a time, please submit a separate request form for each desired endorsement area.', 'Criteria to Submit a Request for an Added Endorsement', 'Nonrefundable Fee', 'Route to Adding an Endorsement', and 'Employment Verification'. A green arrow points to the 'Instructions' section.

- 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.

This screenshot is a close-up of the 'Fees' section from the previous form. It shows a table with 'Fee' and 'Amount' columns. The table lists 'Current Eval/Add Endorsement' for \$50.00 and a 'Total' of \$50.00. Below the table are 'BACK' and 'PAY' buttons. A green circle highlights the 'PAY' button.

- 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.

The screenshot shows a confirmation page titled 'Submission Confirmed!'. Below the title, it says 'Thank you for your submission. We have received your request.' At the bottom right, there is a green arrow pointing to a link that says 'Return to Dashboard'.