



**COMMONWEALTH of VIRGINIA  
Department of Education**

**DATE:** November 30, 2018  
**TO:** Division Superintendents  
**FROM:** James F. Lane, Ed.D., Superintendent of Public Instruction  
**SUBJECT:** **Revised Licensure Fee Schedule Approved – Effective January 1, 2019**

On November 15, 2018, the Board of Education approved the following revised Licensure Fee Schedule to become **effective January 1, 2019**. The operation of the Department of Teacher Education and Licensure, Department of Education, is supported by fees for licenses. The fees are used for salaries and benefits of staff members and non-personnel operating expenses. This is the first increase in licensure application fees since 1996 other than the returned check fee that was increased by the Commonwealth.

**INITIAL LICENSE APPLICATION FEE**

In-state: \$100

Out-of-state: \$150

**SUPERINTENDENT LICENSE APPLICATION FEE**

In-state: \$200

Out-of-state: \$300

**LICENSE RENEWAL: \$50**

**ADD/EVALUATE FOR AN ADDITIONAL ENDORSEMENT: \$50**

**OTHER ACTIONS ON LICENSES: \$25** [Add a degree or duplicate/copy a license. Please note that there is no fee for a name change on a license. However, if a name change is the only request, a \$25 fee for duplicating the license will be assessed.]

Requests received in the Office of Licensure on and after January 1, 2019, will be subject to this new fee schedule. Effective January 1, please note that we no longer have the “cap” on fees, so each request listed above will be assessed the fee listed.

House Bill 1125 and Senate Bill 349 passed by the 2018 General Assembly changed the length of renewable licenses from a five-year validity period to ten years, effective July 1, 2018. Requests for renewal may be submitted to the Office of Licensure any time after January 1 of the year the license expires; therefore, 2019 renewal requests may be submitted after January 1, 2019.

If you have any questions regarding the licensure fees, please do not hesitate to contact Mrs. Patty S. Pitts, Assistant Superintendent for Teacher Education and Licensure, at (804) 371-2522 or [Patty.Pitts@doe.virginia.gov](mailto:Patty.Pitts@doe.virginia.gov).

JFL/psp