

*Virginia Department of Education  
Department of Teacher Education and Licensure  
PO Box 2120  
Richmond, Virginia 23218-2120*

## **FEE SCHEDULE FOR LICENSURE**

**EFFECTIVE JANUARY 1, 2019**

On November 15, 2018, the Board of Education approved the following revised Licensure Fee Schedule, **effective January 1, 2019**. Requests received in the Office of Licensure on and after January 1, 2019, will be subject to this new fee schedule. Effective January 1, 2019, there is no longer a “cap” on fees, so each request listed below will be assessed the fee listed.

### **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**

*Renewals may be submitted to the Office of Licensure any time after January 1 of the year the license expires.*

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

*Requests for evaluations for additional endorsements are conducted at the request of an employing Virginia school division or nonpublic school. An individual not currently teaching in Virginia may add an additional endorsement if the individual has met the requirements for the additional endorsement sought through a Virginia approved program or is eligible for an additional endorsement based on reciprocity (completing an approved teacher preparation program in another state or holding the endorsement on a valid out-of-state license with no deficiencies). An individual who holds a teaching license may add an additional endorsement to the license by passing a rigorous academic subject test prescribed by the Board of Education. This testing option does not apply to individuals who are seeking an early/primary preK-3 or elementary education preK-6 endorsement or who hold a technical professional license, vocational evaluator license, pupil personnel services license, school manager license, or division superintendent license.*

### **OTHER ACTIONS ON LICENSES: \$25 [Add a degree]**

*Effective June 21, 2023, the Office of Licensure and School Leadership ceased printing licenses. However, individuals can verify the validity of their license in their respective online licensing portal or on the public query. If a license verification letter is needed, individuals need to contact [licensure@doe.virginia.gov](mailto:licensure@doe.virginia.gov) for instructions related to the request.*

The fee for an **initial application** or **renewal** request being submitted online through VALO or eGOV should be paid at the time the application is submitted. Refer to the Office of Licensure website for more details.

Requests submitted by mail should be accompanied by a personal check, money order, certified check, or cashier's check made payable to the Treasurer of Virginia. A \$50 processing fee will be charged for a returned check. Applicants may also utilize the Pay Now feature on the Office of Licensure website to pay the fee for an **evaluation of an additional endorsement** and/or **addition of a degree**. Please note that if this option is utilized, a copy of the payment receipt must be printed and submitted with the application packet.