

# Add an Endorsement through VALO

## *Endorsement Checklist*

### Add-on Endorsements:

1. Individuals may submit a request through VALO to add select endorsement areas to their valid Virginia License.
2. A request to add an endorsement may be submitted online if the individual is eligible through the completion of a state-approved preparation program, testing, or reciprocity.
3. If you are applying for an add-on endorsement through an approved preparation program, you will need to have a College Verification Form completed. (Visit [GMU Licensure](#)) for instructions. You will then upload this form to your account. You must also have your official Praxis scores sent to George Mason. The Licensure Coordinator will need these to complete your CVF.
4. Individuals employed by a Virginia public school or accredited nonpublic school must submit their request for an add on endorsement through their employer. Please contact the human resources/licensure office to request an additional endorsement added to your active license.

### Steps for Adding on an Endorsement:

1. Visit <https://vdoe.mylicenseone.com/> to begin your VALO application.
2. Create an account by clicking “sign up now”.
3. Sign into your account.
4. Your initial license should appear on your account. If not, search for it using your birthday and social security number.
5. Once found, link it to your account. Click the (...) under “Actions” and Select “Add Endorsement.” Read the instructions and acknowledge the \$50 fee.
6. Read through all of the instructions on each screen as you complete the Demographic Information.

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- 7.** Click on “Endorsement Request” and select your endorsement from the dropdown menu. Then select the appropriate route to endorsement.
  - If you are applying for an add-on endorsement through an **approved preparation program**, you will upload the completed College Verification Form you received from the Licensure Coordinator (see above).
  - If you completed a George Mason teacher preparation program in its entirety (including internship), then the report on experience form does not apply to you.
  - Scroll to the section that reads “Professional Teacher’s Assessment Scores”  
If you are adding an **endorsement via testing**, you will only need to upload your score reports.
- 8.** Continue to move through the application, answering the questions.
- 9.** Once you have paid and checked out; you should receive a message that says “Submission Confirmed.”
- 10.** The status of your endorsement will be updated on your VALO account, so check back frequently for updates.