

## Adding An Endorsement Checklist

Step	Item	Additional information
1	<b>Addition of endorsement fee</b>	<ul style="list-style-type: none"> <li>• \$50 check made out to The Treasurer of Virginia</li> </ul>
2	<b>Memo written to VDOE</b>	<ul style="list-style-type: none"> <li>• Please write a memo to VDOE indicating which endorsement you would like added to your current license</li> <li>• Be sure to include your full legal name within the memo</li> <li>• Print and sign the memo and include in packet given to licensure coordinator at GMU</li> </ul>
3	<b>Official transcripts</b>	<ul style="list-style-type: none"> <li>• Email or mail official transcripts from George Mason University to the licensure coordinator</li> <li>• Email to <a href="mailto:edlicen@gmu.edu">edlicen@gmu.edu</a></li> <li>• VDOE will not accept copies of official transcripts</li> </ul>
4	<b>Licensure Application</b>	<ul style="list-style-type: none"> <li>• Make sure it is the most up to date version (January, 2022)</li> <li>• Application can be found on the <a href="#">CEHD website</a></li> <li>• Do not turn in pages 1-5 – these are instructions only</li> <li>• Complete parts I, II, III, IV</li> <li>• Leave parts V and VI blank if they do not apply to you</li> <li>• Make sure the signature box prints on the bottom of each page</li> <li>• Date and sign with a wet signature on the bottom of each page</li> </ul>
5	<b>College Verification Form</b>	<ul style="list-style-type: none"> <li>• Make sure it is the most up to date version (July 1, 2023)</li> <li>• Form can be found on the <a href="#">CEHD website</a></li> <li>• Complete <b>ONLY</b> part I</li> <li>• Do not complete parts II, III, and IV</li> </ul>
6	<b>Test Scores (if applicable)</b>	<ul style="list-style-type: none"> <li>• Praxis Reading Specialist (5302): required at time of Add-On for Reading Specialist (current test as of 9/1/2022)</li> <li>• RVE: Reading Specialist Assessment (5304): required at time of Add-On for Reading Specialist if taken before 9/1/2022</li> <li>• School Leaders Licensure Assessment (6990): required at time of Add-On for Administration/Supervision (current test as of 1/1/2020)</li> <li>• School Leaders Licensure Assessment (6011): required at time of Add-On for Administration/Supervision if taken before 1/1/2020</li> <li>• Score must be reported to George Mason University</li> <li>• Photocopies of official score reports will be accepted if score has been reported to George Mason University</li> </ul>

Email [edlicen@gmu.edu](mailto:edlicen@gmu.edu) with any questions you may have