

**Virginia Department of Education  
Division of Teacher Education and Licensure  
P.O. Box 2120  
Richmond, Virginia 23218-2120**

**FEE SCHEDULE FOR LICENSURE**

Effective September 1, 1996  
Updated September 17, 2012 and February 10, 2016

The following fee schedule became effective September 1, 1996. Requests for the following actions must 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 personal check.

**INITIAL LICENSE**

In-state	\$ 50
Out-of-state	\$ 75

**SUPERINTENDENT LICENSE**

In-state	\$100
Out-of-state	\$150

**LICENSE RENEWAL\* \$25**

**ADD/EVALUATE FOR AN ADDITIONAL ENDORSEMENT\* \$25**

Requests for evaluations for additional endorsements for individuals teaching (K-12) in Virginia 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). 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 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.

**\*A CAP OF \$50 WILL BE ASSESSED FOR A REQUEST FOR MULTIPLE ACTIONS ON A LICENSE.**