

## ***Guidelines for Additional Endorsement Application***

For MEd students, once you have completed the required field experience and have met all other coursework and program requirements for the add-on endorsement in your area of emphasis, you may apply to have the endorsement added to your current license. [Most school divisions prefer to submit the add-on endorsement request directly to the VDOE. Please check with your school division accordingly regarding this matter.](#) \*If you are currently employed please check with your school division\*If you have a provisional license, you will need to work directly with your school division to have the endorsement added to your current license.

Please send the following items in order to process this request: (If your school division prefers to submit the request please advise accordingly so a College Verification form can be sent to them accordingly. Please advise the name of your school division and name of contract person to submit the information)

1. A **certified check or money order** in the amount of \$75.00 (\$50.00 for additional endorsement and \$25.00 for degree update) made payable to the **Treasurer of Virginia**. **If you are only adding an endorsement area the fee is \$50.00. Personal checks will NOT be accepted.**
2. A completed MBU **Release of Record Authorization Form**, which can be accessed through the myMBU College of Education tab under Education Reference Shelf with the following link: [https://mymbc.mbc.edu/ICS/College\\_of\\_Education/](https://mymbc.mbc.edu/ICS/College_of_Education/)

Please submit materials to:

**Lori Johnson**  
**Licensure Coordinator**  
**College of Education**  
**Mary Baldwin University**  
**P.O. Box 1500**  
**Staunton, VA 24402**

The College of Education office will make a request for your official Mary Baldwin University transcript once the items noted above have been received. You will be contacted in order that you know when your application was sent. The Virginia Department of Education takes approximately 6-8 weeks to process requests regarding licensure. Mary Baldwin does not receive confirmation of license updates.

Please note that you may request to have the additional endorsement added to your license [prior to degree conferral](#). Should you choose this option, you will need to submit a **certified check or money order** in the amount of \$50.00 for the additional endorsement, and then follow the instructions below for updating the degree on your license.

### **Procedure for Updating Degree on License**

The VDOE requires the following procedure in order to update your license from a Collegiate Professional License to a Postgraduate Professional License.

***If you are Employed:*** Your school division will submit an official MBU transcript showing the conferral date of the master's degree along with the \$25 required fee on your behalf.

***If you are Not Employed:*** You need to submit a written request directly to the VDOE asking for a license update. You should include an official MBU transcript along with the required \$25 fee.

\*For more detailed information on VDOE licensure fees, please see:  
[http://www.doe.virginia.gov/teaching/licensure/licensure\\_fees.pdf](http://www.doe.virginia.gov/teaching/licensure/licensure_fees.pdf)

For additional questions, contact Lori Johnson at 540-887-7348 or [ljohnson@marybaldwin.edu](mailto:ljohnson@marybaldwin.edu)