

Newport News Public Schools
Human Resources Department
Licensure Request

To request an action be taken on your Virginia teacher's license, please complete the information below and return to the Human Resources Office.

Name: _____ Employee ID #: _____

Address: _____

School/Location: _____ Date: _____

Licensure Request (Check those that apply)

_____ Add a Degree to License: (\$25) _____ Master's _____ Educational Specialist _____ Doctorate

_____ Add/Evaluate for an additional endorsement on License: (\$50 for each endorsement)

List endorsements: _____

_____ Change Name on License: (\$25) change name *from* _____

_____ *to* _____

(A fee for a name change is only necessary if it is the only action requested)

The following actions require no fee:

_____ Add endorsement(s) based upon an initial evaluation completed within the last three years
(Must include copy of completed evaluation)

_____ Change Statement of Eligibility or Provisional to Five-Year License

All requests for action on licenses that require a fee must be accompanied by check, certified check, cashier's check or money order. **Make check or money order payable to the: Treasurer of Virginia.**

Enclosed amount \$ _____ Check # _____ Money Order # _____

The Newport News School Division does not discriminate on the basis of race, color, national origin, sex, creed, marital status, age or disability in its programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504, and ADA regulations. Regina Harris, Compliance Supervisor, Human Resources, at 12507 Warwick Boulevard, Newport News, VA 23606 (757) 881-5061, is responsible for coordinating the division's efforts to meet its obligations under Section 504, Title IX, the ADA, and their implementing regulations.