



9. Request to Add a Degree in VALO

Individuals who have earned an advanced degree from an accredited college or university may submit a request through VALO to add their degree to their licensure record. Individuals may only submit this request if they hold an active license. Follow the instructions outlined in this guide to submit a request to add a degree to an active license in VALO.

9.1. Log into your VALO account.

9.2. On the Dashboard, direct your attention to the Licenses panel at the bottom left.

Applying for an Initial License

IMPORTANT NOTICE: If you have had official transcripts or test scores sent directly to VDOE, or have previously submitted an application for licensure, you may already have an existing record. **PLEASE LINK YOUR EXISTING RECORD PRIOR TO STARTING AN APPLICATION IN VALO.** To link your existing record, navigate to the Licenses panel below and click "Don't see your license? Click here to search for it." Once you have linked your record, you may start a new application for an initial license.

If you are currently employed with a Virginia educational agency, you may proceed and apply for a license here. However, you also must work with the appropriate contact person in your Virginia school division or accredited nonpublic school to ensure that all documentation is submitted.

[APPLY FOR A LICENSE](#)

If you need to submit additional documentation for a pending initial application, you may do so by clicking the Submit Update button.

[SUBMIT UPDATE](#)

Note: The Update feature is only for submitting additional information towards a pending application. If you wish to submit an action request on your license, please refer to the Actions menu within the Licenses panel.

Licenses

IMPORTANT NOTICE: If you currently hold or have ever held a license in Virginia, or have previously submitted an application for licensure, please be sure to link your existing record prior to submitting any other request(s). To link your existing record, click "Don't see your license? Click here to search for it."

To submit a licensure action request, click the ellipsis (...) under the Actions column beside the applicable license. Select your desired request from the Actions menu. You must hold an active Virginia license to submit an online action request. If the desired request is not indicated within the Actions menu, then it is not available for online submission.

| Type | License Number | Status | Expiration | Actions |
|---------------------------------|----------------|-----------|------------|---------|
| Application | APPLICATION | Completed | | ... |
| Collegiate Professional License | CP- | Active | 6/30/2034 | ... |

[Don't see your license? Click here to search for it.](#)



9.3. Under the Actions column, click on the ellipsis beside your active license. This will open the Actions menu.

| Type | License Number | Status | Expiration | Actions |
|---------------------------------|----------------|-----------|------------|---------|
| Application | APPLICATION | Completed | | ... |
| Collegiate Professional License | CP- [redacted] | Active | 6/30/2034 | ... |

License actions

9.4. Select "Add Degree" from the Actions menu. Note: The Action menu will only display the Add Degree option for active licenses. You may not submit a request to add a degree on an inactive or expired license.

| | | | | |
|---------------------------------|-----|--------|-----------|---|
| Collegiate Professional License | CP- | Active | 6/30/2034 | <ul style="list-style-type: none">Add DegreeAdd EndorsementPrint CP Letter & LicenseView LicenseView License Activity |
|---------------------------------|-----|--------|-----------|---|

[Don't see your license? Click here to search for it.](#)

9.5. Follow the prompts to navigate through the different sections within the Add Degree form. Follow the instructions and review the entered information carefully while completing each section.

9.6. Enter your additional degree information under the Add Degree(s) section. The top portion reflects the education information already on file. To enter your additional degree information, click the "Add" button underneath.

Add Degree(s)

Below is the current education information associated with your license:

Virginia Schools
Virginia Commonwealth University Bachelor's Degree

ADD

Please enter your added degree information by clicking the "Add" button below.

None

ADD



- 9.7. Follow the prompts to add your additional degree information. An official transcript reflecting the degree conferral date is required to add a degree. Licensees may not upload their own transcripts through VALO as they would no longer be considered official. Refer to the “Important information regarding official transcripts” for details on how to submit your official transcript.
- 9.8. Once you have completed the form and clicked the “Finish” button, you will be taken to the final page where you will have the opportunity to review a preserved copy of your request form.

Fees

| Fee | Amount |
|--------------|----------------|
| Add Degree | \$25.00 |
| Total | \$25.00 |

BACK PAY

Add Degree(s)

Below is the current education information associated with your license:

EducationRecord:

School Type : Virginia Schools
School : Virginia Commonwealth University
Degree Conferral Date : 05/05/2009
Degree : Bachelor's Degree

Please enter your added degree information by clicking the "Add" button below.

EducationRecordNew:

School Type : Virginia Schools
School : Radford University
Degree : Master's Degree
Degree Conferral Date : 12/01/2024

An official transcript reflecting your degree conferral date is required in order to add a degree to your licensure record. Please choose the delivery method of your official transcript menu below.

Transcript Status : I attest that I will be submitting my transcript after submission of this request.

Please note the important information regarding official transcripts.

Important information regarding official transcripts:
Official transcripts can be mailed to the student directly, however, the envelope must remain sealed when submitting it to the division, or mailing it to the Office of Licensure. Stud college or university to send electronic transcripts directly to the Office of Licensure and School Leadership via Parchment or National Student Clearinghouse. Colleges and univers the Parchment or National Student Clearinghouse networks will need to mail official transcripts to the student. Please do not ask the college or university to mail an official transcri Licensure. Placement records sent from colleges, grade reports, photocopies, and student printouts of unofficial transcripts will not be accepted or returned.
Information regarding verification of coursework or degrees completed outside the United States can be found on our [resource document](#).

- 9.9. The final page also displays the fee for your request. Click “Pay” to be directed to a third-party vendor site to enter and submit your payment.

Important Notice: Upon successful submission of payment, do not close your internet browser.

Fees

| Fee | Amount |
|--------------|----------------|
| Add Degree | \$25.00 |
| Total | \$25.00 |

BACK PAY



9.10. After completing the payment step, you will be redirected to the confirmation page in VALO. Click “Return to Dashboard” to return to your VALO Dashboard.

Submission Confirmed!

Thank you for your submission. We have received your request.

 [Return to Dashboard](#)