

## Applying for an Additional or Support Personnel Endorsements

### For Previously Licensed Teachers

If you already have a Virginia Teaching License but need to add an endorsement - **Gifted Education, Administration and Supervision preK-12, Reading Specialist, Math Specialist** - your school division's HR can submit your application to the state to add an additional endorsement.

Please submit the following to the ESC to request an additional endorsement:

- Complete Part I only of the **College Verification Form** found on page 8 of the [Application for a Virginia Teaching License](#). Do not sign the form.
  - \*For Gifted Education only\* - If exempting practicum, then also complete Report on Experience found on page 9
- Your certificate or degree (with date of completion) must be posted on your JMU transcript.
- A copy of any required assessment for licensure (e.g. RVE: Reading Specialist; SLLA)
- Provide an email or mailing address where you would like the College Verification Form sent when completed by the ESC.

### For Initial Support Personnel Endorsements

If you have completed a program in **School Counseling** or **School Psychology**:

- Submit a copy of certification of First Aid/CPR/AED training (in-person or hybrid), [Child Abuse training](#), [Dyslexia Awareness training](#), and [Restraint and Seclusion training](#).

**AND**

If your school division will be submitting your licensure application to the state -

- Complete Part I only of the **College Verification Form** found on page 8 of the [Application for a Virginia Teaching License](#). Do not sign the form.

If your school division will NOT be submitting your licensure application to the state -

- Follow the instructions for [Applying for Initial Virginia Teaching Licensure](#) steps 1-4.

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Note: We attempt to process all requests and return them to the requester within two weeks of receipt and if all requirements have been met.

If you have any questions, please contact Dara Hall at [halldm@jmu.edu](mailto:halldm@jmu.edu) or 540-568-2996.

#### **Mail Application:**

Education Support Center  
MSC 6915  
James Madison University  
395 South High Street  
Harrisonburg, VA 22807

#### **Scan & Email or Fax:**

[halldm@jmu.edu](mailto:halldm@jmu.edu)  
Fax: (540) 568-3342

#### **Hand Deliver:**

Education Support Center  
Memorial Hall  
Room 7230  
Phone: (540) 568-6274