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.

- 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**, and **Dyslexia Awareness 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.

If you have any questions, please contact Dara Hall at halldm@jmu.edu or 540-568-2996.

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

**Scan & Email or Fax:**
halldm@jmu.edu
Fax: (540) 568-3342

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