

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](#). Do not sign the form. Also, when entering your social security number, please include only the **last 4 digits of your SSN**.
 - *For Gifted Education only* - If exempting practicum, then also complete [Report on Experience](#)
- 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. 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](#), [Restraint and Seclusion training](#) and [Cultural Competency training](#).

AND

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

- Complete Part I only of the [College Verification Form](#). Do not sign the form. Also, when entering your social security number, please include only the **last 4 digits of your SSN**.

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

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

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 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
Fax: (540) 568-3342

Hand Deliver:

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