

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)

Licensure Renewal
(No fee required – paid by NNPS; effective July 1, 2007)

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

Evaluate for and/or Add endorsement to License (\$25 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.)

A cap of \$50 will be assessed for each request for multiple actions on license.

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. The Human Resources Supervisor, 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.