



HAMPTON CITY SCHOOLS

Human Resources Department
One Franklin Street
Hampton, Virginia 23669-3570

ACTION ON LICENSE REQUEST FORM

Please complete the information below to request action on your license.

Name: _____ Current Address: _____
Employee ID#: _____ City/State/Zip: _____
School / Location: _____ Position: _____

- Renewal \$50 License renewal can only be requested after January 1 of the expiration year. All renewal requirements must be met per the Virginia Licensure Renewal Manual.
- Duplicate \$25 Request duplicate license
- Add Degree \$25 Add a degree Master's Education Specialist Juris Doctorate Doctorate
- Add Endorsements \$50 Evaluate for and/or add endorsement(s) to license (\$50 for each endorsement)
- \$50 List Endorsement: _____
- \$50 List Endorsement: _____
- \$50 List Endorsement: _____
- \$0 Add endorsement based on VDOE evaluation within the past 3 years (include copy of evaluation)
- Name change \$25 If no other request is being made at this time
- \$0 If another request is made at this time
- From: _____
- To: _____

All requests for action on licenses that require a fee must be accompanied by:

- Check or money order (with your name printed on it), made payable to: "Treasurer of Virginia" OR
- Receipt from VDOE's on-line payment center.

Signature Date

Office Use Only

License # _____

Date Received: _____ Child Abuse Recognition Training

Received By: _____ CPR/AED/First Aid

Money Order: _____ Dyslexia Awareness Module

Check: _____ Civics Education Module

Application: _____ School Counselor

_____ Cultural Competency

_____ SpEd: Meaningful IEP

_____ SpEd: Evidence-Based Instruction