



VALO User Guide

The following is a quick guide on how to submit an initial application using the new Virginia Licensing Online portal.

Navigating to the Initial Application Portal

From the Virginia Department of Education's [Licensing Services](#) page, click on the link to **Virginia Licensure Online (VALO)**.

Virginia Licensure Online (VALO)

For First-Time Initial Applicants after November 29, 2023

Virginia Licensure Online (VALO), the commonwealth's new, enhanced teacher licensing system, has been opened for **new or initial applicants** for teacher licensure. If you are applying for licensure in Virginia for the first time, use VALO to complete your application.

First-time new or initial applicants now register their account and pay for through VALO. Please do not register or pay through eGov.

If you already have an existing account or have started an application prior to November 29, 2023, in the eGOV Online Licensing Portal, please **DO NOT** create a separate VALO account. Continue to use the eGOV Online Licensing Portal to complete your existing application process.



Click the link to Virginia Licensure Online



Follow the instructions below to register in the new online portal and to submit a new application.

Registration

Click the **Sign up now** link to set up your account.



Sign in

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

Click Sign up now to set up your account.

Enter your e-mail address then click **Send verification code**.

< Cancel



User Details

Enter your email address here, → Email Address *

Then click Send verification code. → Send verification code

After you have clicked send verification code, check your e-mail for the verification code. Copy the code in the e-mail and go back to the application window.

Please note that if you do not receive the verification code within five minutes, check your spam folder. It is also recommended to add the * @microsoftonline.com domain to your safe senders list.

Verify your email address

Thanks for verifying your ewabik@systemautomation.com account!

Your code is: 148185

Sincerely,
Virginia Department of Education

This message was sent from an unmonitored email address. Do not reply to this message.

Copy the verification code from the e-mail, go back to the application window, and paste the code into the verification code field.

< Cancel

VIRGINIA DEPARTMENT OF EDUCATION

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

ewabik@systemautomation.com *

148185 *

Verify code Send new code

Then click Verify code.

Paste the code into the verification code field and click **Verify code**.

Enter a password in the New Password field and confirm the password in the Confirm New Password field. Enter your first and last name, then click **Create**.

[← Cancel](#)



User Details

E-mail address verified. You can now continue.

*

[Change e-mail](#)

*

*

*

*

[Create](#)

Enter a password and confirm the password. →

Enter your first name. →

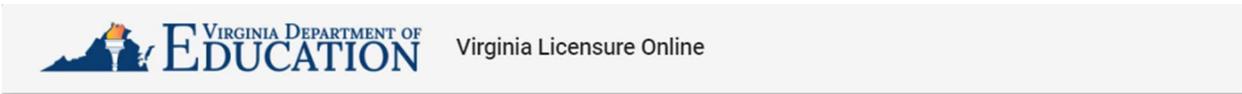
Enter your last name. →

Click Create to complete the registration. →

Congratulations! You are now ready to use the application creator. Make a note of your password. Your sign-in information (e-mail and password) is how you will access the system in the future to view the status of your application and to submit application updates and new applications.

New Application How-to

Click on **Apply for a License** to start the application builder.



Applying for a License

Thank you for your interest in obtaining a Virginia license. If you are currently employed in a Virginia educational agency, please contact the appropriate individual in your Virginia school division or Virginia accredited nonpublic school to who will assist in the application process.



Click the Apply for a License button to start the application builder.

The new application process will ask a few questions to ensure the correct application is selected. Please follow the next steps to view samples of the questions.

Use the drop-down box to select Initial License Application or Renew Existing License. Please note that the new online portal is only available for new initial applications at this time. Renewals can be completed at <https://vadoe.mylicense.com/eGov/>.

Are you applying for an initial Virginia license (teaching, administrative, pupil personnel or Division Superintendent) or are you renewing an existing Virginia license?

Please select an answer

- Initial License Application
- Renew Existing License

NEXT

[Return to Dashboard](#)

Use the drop-down to make a selection.

Next, use the drop-down box to select the license type that you are applying for.

What license type are you applying for?

Please select an answer

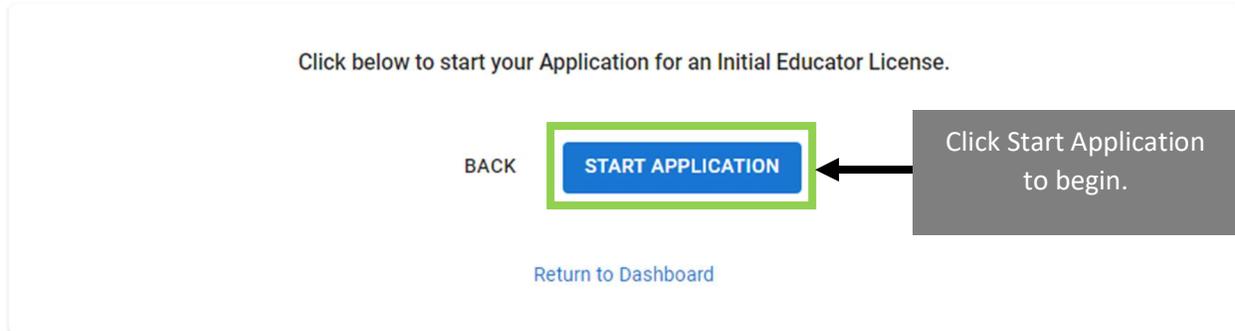
- Division Superintendent
- Teaching/Admin/Pupil Personnel

BACK NEXT

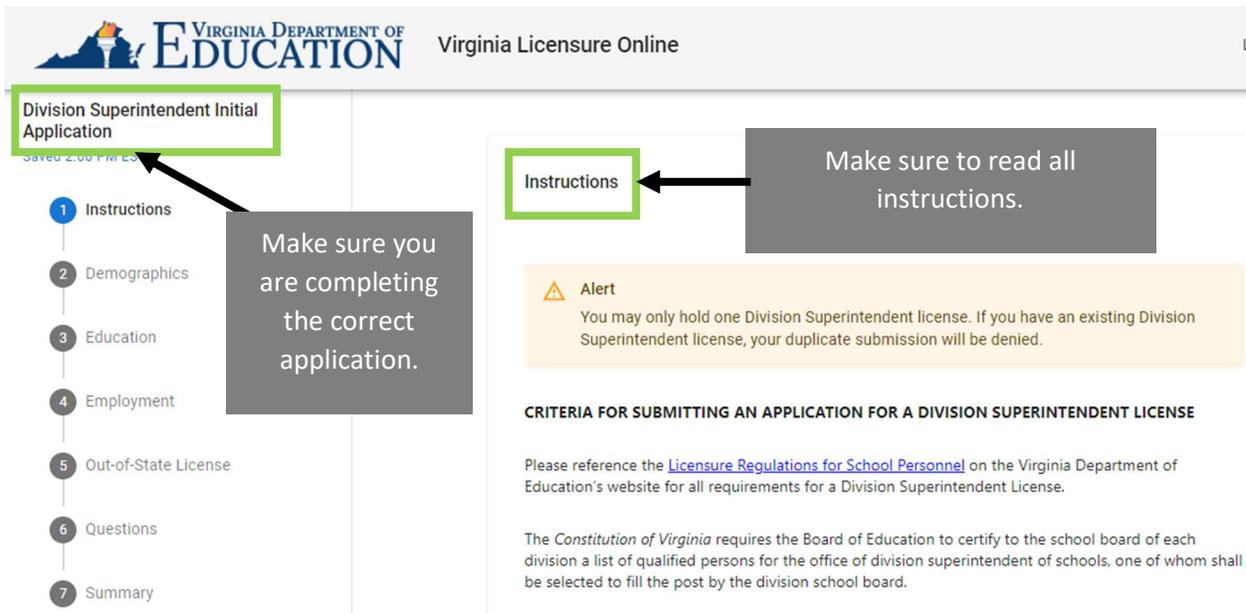
[Return to Dashboard](#)

Use the drop-down to make a selection.

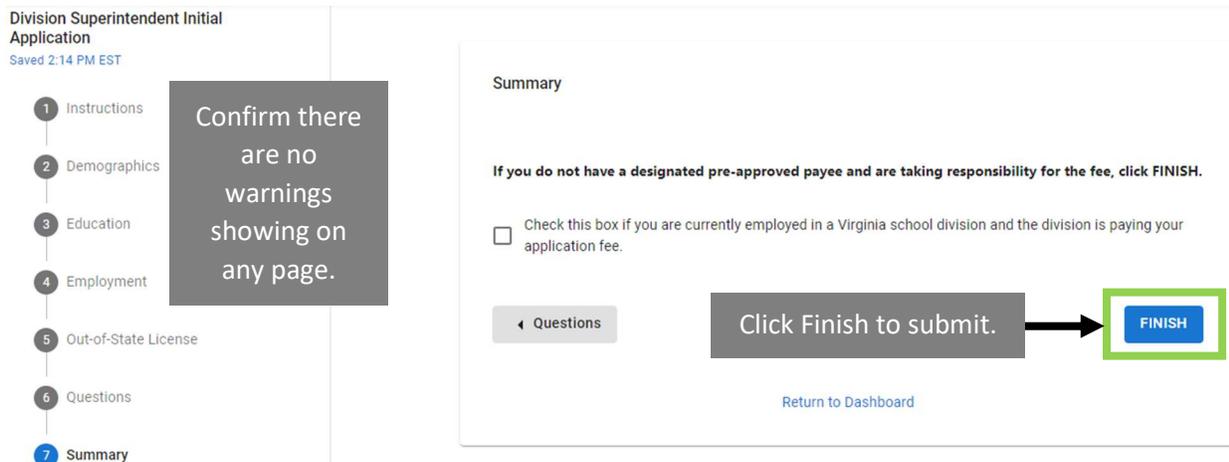
Once you have selected the license type you are applying for, you will see a screen similar to the one shown below. Click **Start Application** to begin.



Below is an example of what the first page of the application may look like. Each application has different steps required to complete the application. Make sure you are completing the correct application and be sure to read all instructions.



Below is an example of what the last page of the application may look like. Make sure to complete all sections on the final page of the application and click finish.



If an area of the application was not completed, a warning similar to the one shown below will appear. If a warning is presented, go back through the application and complete all sections and steps.

Warnings will display as red text on any section with missing steps and on each missing required step.

It is recommended that you complete the application on a full-screen computer screen to ensure the warnings clearly display.

After you have completed your application, you will be taken to the Fees page. You will have the opportunity to review your application.

After you have completed your review, you will need to pay your fees (if applicable) and click submit.

If your school division is paying the fee on your behalf, click **Pay Later**. Please note that if your school division is paying the fee, you will need to coordinate with them to submit the payment, and your application will not be reviewed until payment has been made.

Fee	Amount
2019 Application Fee Out-of-State	\$150.00
Total	\$150.00

If your school division is paying your fee, you will get a submission confirmed page after clicking Pay Later. Your application has been successfully completed when you reach this page.

If you are responsible for your fee, the next step upon clicking Pay is to submit the payment. Follow the prompts on the page and enter the payment information.

After you have paid your fees, you will get a submission confirmed page. Your application has been successfully completed when you reach this page.

Submission Confirmed!

Thank you for your submission. We have received your application and payment.

Applicant Name:

Application Type: MED - Employee License Application

Payment Type: CreditCard

Amount: \$105.00

You will also receive an application receipt email within 1-3 business days once The Office of Licensure has received your application.

Continuing an Existing Application or Update

Once an application is started and needs to be continued at a later time, the started application will show in the 'Activity' panel on the dashboard shown below.

The screenshot shows the Virginia Licensure Online dashboard. At the top left is the Virginia Department of Education logo and the text "Virginia Licensure Online". At the top right is the user name "Courtney Wallace" and a circular profile icon with the initials "CW". The dashboard is divided into three main sections: "Applying for a License", "Update", and "Activity".

- Applying for a License:** Contains a paragraph of text and a blue button labeled "APPLY FOR A LICENSE".
- Update:** Contains a paragraph of text and a blue button labeled "SUBMIT UPDATE".
- Activity:** Contains a paragraph of text and the text "No recent activities". The word "Activity" is highlighted with a green box, and a black arrow points from the "APPLY FOR A LICENSE" button to this box.

Licenses: A separate section at the bottom left contains the text "Don't see your license? Click here to search for it."

Activity

See below for submitted and in-progress applications. If you've already started an application or an update, please click the 'Started' link next to the relevant activity to continue your application.

Submitted [Division Superintendent Initial Application](#)

Started [Teaching Admin Initial Application](#)

Started [Division Superintendent Initial Application](#)

Started [Teaching Admin Initial Application](#)

Submitted applications can be viewed to check the status of your [application](#)

Started applications can be resumed for [submission](#)

To continue an existing application or update, click on the link to resume the application and follow the relevant instructions in the [New Application How-to](#) or [Submitting an Application Update or Demographic Update](#) sections.

Submitting an Application Update or Demographic Update

The Update form is used for updating demographic information or can be used for submitting additional documentation for an existing application if you received a notice from the VDOE that additional documents are needed.

Click **Submit Update** on the portal dashboard to start the process.

VIRGINIA DEPARTMENT OF EDUCATION Virginia Licensure Online

Applying for a License

If you are currently employed with a Virginia educational agency, you may proceed with applying here. However, you will also need to work with the appropriate contact person in your school division or accredited nonpublic school in order to ensure that all documentation is submitted.

[APPLY FOR A LICENSE](#)

Licenses

Don't see your license? [Click here to search for it.](#)

Update

Click below to submit additional documentation for an existing application/license or to submit updates to demographic information.

[SUBMIT UPDATE](#)

Click **Submit Update** to update your demographic information or submit additional documentation.

Activity

See below for submitted and in-progress applications. If you've already started an application or an update, please click the 'Started' link next to the relevant activity to continue your application.

No recent activities

Make any desired changes to your demographic information. You may make edits to your name and address. If you select that you wish to edit your name on file, you will be linked to the **Form to Request a Change of Name or Address**. Please fill out the form and upload it to the indicated field.

Note: If you wish to make any changes to your date of birth or Social Security Number, please email licensure@doe.virginia.gov or call 804-786-2302.

Demographics

Provide the information in the form below.

First Name* Middle Name Last Name* Name Suffix

Please check here if you need to update your name from the name on file

Please enter your updated name below

Enter your updated name below:

First Name Last Name

Please complete and upload the [name change form](#).

Drag 'n' drop files here, or click to select files.

Only .pdf, .jpg, and .png documents are accepted.

Fill out the required legal questions, making updates as needed.

Update
Saved 11:55 AM EST

1 Demographics

2 Questions
11 problems

3 Documents

Questions

Please answer the following question(s) by choosing the respective answer(s) from the drop-down menu(s). Click the Submit button when you have answered the question(s).

(If answering yes to any of these questions, please attach a letter on the next page giving full details and any official documentation available regarding the matter.)

Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony?*

Required Field

Have you ever been convicted of, or entered a plea of guilty or no contest to, a criminal offense in another country?*

Required Field

If additional documentation was requested by the VDOE, you may upload new documents to add to your file. Click **Finish** to move to the Update Summary page.

The screenshot shows a web interface for an 'Update' process. On the left, a sidebar contains a progress indicator with three steps: 1. Demographics, 2. Questions, and 3. Documents (which is currently selected). The main content area is titled 'Documents' and includes the instruction 'Please upload any additional documentation below'. Below this is a large green-bordered box with the text 'Drag or drop files here, or click to select files...'. At the bottom left of the main area is a button labeled '← Questions', and at the bottom right is a blue button labeled 'FINISH'. A link 'Return to Dashboard' is located at the bottom center of the page.

Click **Submit** to complete the Update process.