INSTRUCTION SHEET FOR VIRGINIA ADMINISTRATION AND SUPERVISION K-12 LICENSURE

If you are about to complete your Master’s program in Administration and Supervision or Doctorate program in General Administration and want to add the Administration and Supervision Endorsement to your current teaching license please complete these forms according to the following steps. Return all completed documents to the Office of Teacher Education and Professional Services.

Step 1 - Non-refundable Application Fee
Attach a personal check, certified check, cashier’s check, or money order made payable to the Treasurer of Virginia. The fee is $50.00 ($25.00 to add the endorsement and $25.00 to add the degree).

Step 2 - College Verification Form (DA 035)
Complete part one. We will complete part’s two and three, and sign this form. You can find this form on the VDOE web page.

Step 3 - William & Mary Official Transcripts
File a request through the Registrar’s Office to send an official transcript to: Director of Professional Services. Be sure to check the box "Hold for Degree." Do not order and electronic transcript; the VDOE will not accept electronic transcripts.

Step 4 – SLLA Score Report
Attach a copy of your SLLA score report. To add the Administration and Supervision K-12 endorsement you must submit passing SLLA scores. You may be licensed to work in a school board office only without taking the SLLA exam.

Step 5 – Work Experience Form
Attach your Work Experience Form (DA 037). The Work Experience Form must be completed and sign by the school division where you completed 3 years of teaching. You can find this form on the VDOE web page.

Reminder: PLEASE REVIEW THESE STEPS AND FOLLOW THE DIRECTIONS CAREFULLY. Missing information will only delay the issuance of your license. If possible, return this information to this office in a complete package.

If you are in a Doctorate program that doesn't automatically lead to licensure but you have completed the licensure courses and want to add the Administration and Supervision Endorsement to your current teaching license please complete these forms according to the following steps. Return all completed documents to the Office of Teacher Education and Professional Services.

Step 1 - Non-refundable Application Fee
Attach a personal check, certified check, cashier’s check, or money order made payable to the Treasurer of Virginia. The fee is $25.00 to add an endorsement.

Step 2 - College Verification Form (DA 035)
Complete part one. We will complete part’s two and three, and sign this form. You can find this form on the VDOE web page. See link below.

Step 3 - William & Mary Official Transcripts
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<td><strong>Step 4 – SLLA Score Report</strong></td>
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<td><strong>Step 5 – Coursework Requirements for Licensure Form</strong></td>
<td>Attach a copy of the Coursework Requirements for Licensure Form. This form must be signed by your advisor. This form should have been completed before the completion of 6 hours of the licensure courses, submitted with your degree Program of Studies, and signed by your faculty advisor.</td>
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<td><strong>Step 6 – Work Experience Form</strong></td>
<td>Attach your Work Experience Form (DA 037). The Work Experience Form must be completed and sign by the school division where you completed 3 years of teaching. You can find this form on the VDOE web page.</td>
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