**Request for Add-on Licensure**

E-mail the following paperwork to [teacher@liberty.edu](mailto:teacher@liberty.edu):

* Copy of your transcript
  + If applying for add-on to Virginia licensure, request official Liberty transcript   
    to be mailed to Teacher Licensure Office at Liberty University
* Copy of your FES (*Field Experience Summary: Add-on Licensure*)
  + May be completed in EDUC 598, 698, 699, or student teaching
* Copy of your current teaching license
  + Early Childhood add-on: ***Elementary teaching license required***
  + Gifted add-on: ***Teaching license required***

|  |  |  |
| --- | --- | --- |
| Last Name: | First Name: | Middle Name: |
| Maiden Name (if applicable): | Social Security Number: | Liberty ID# |
| Address (Street, City, State, Zip Code) | | |
| Completed at Liberty University:   * Graduate Career Certificate * Bachelor’s Degree * Master’s Degree * Education Specialist Degree * Doctorate Degree | | |
| Requested:  ***Add-on to Virginia teaching license***:   * Early Childhood for Three- and Four-Year-Olds * Gifted | | |