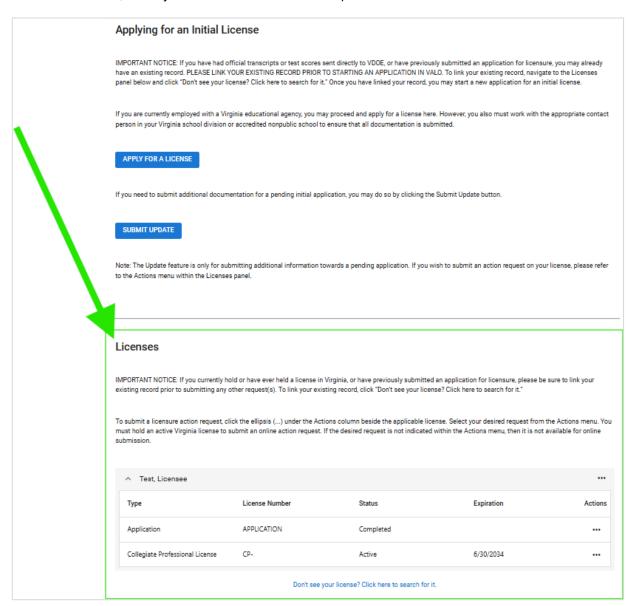


9. Request to Add a Degree in VALO

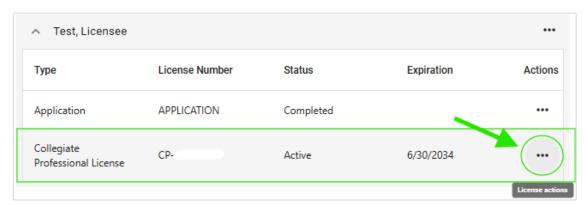
Individuals who have earned an advanced degree from an accredited college or university may submit a request through VALO to add their degree to their licensure record. Individuals may only submit this request if they hold an active license. Follow the instructions outlined in this guide to submit a request to add a degree to an active license in VALO.

- 9.1. Log into your VALO account.
- 9.2. On the Dashboard, direct your attention to the Licenses panel at the bottom left.

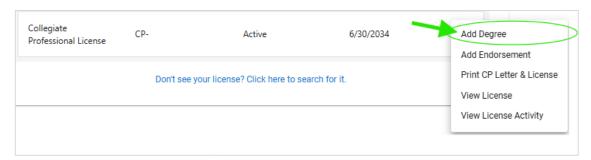




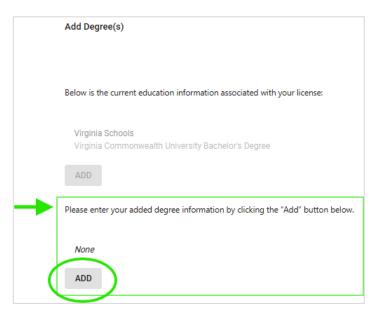
9.3. Under the Actions column, click on the ellipsis beside your active license. This will open the Actions menu.



9.4. Select "Add Degree" from the Actions menu. Note: The Action menu will only display the Add Degree option for active licenses. You may not submit a request to add a degree on an inactive or expired license.

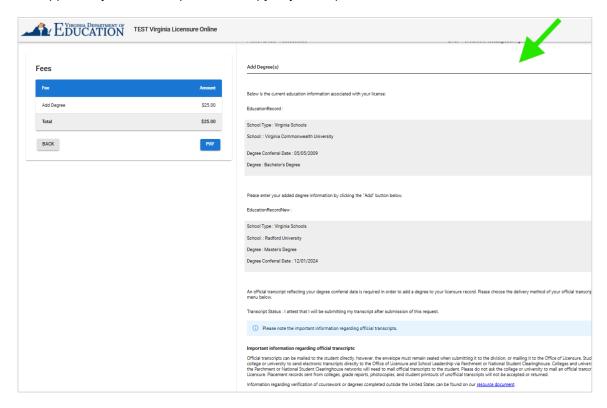


- 9.5. Follow the prompts to navigate through the different sections within the Add Degree form. Follow the instructions and review the entered information carefully while completing each section.
- 9.6. Enter your additional degree information under the Add Degree(s) section. The top portion reflects the education information already on file. To enter your additional degree information, click the "Add" button underneath.



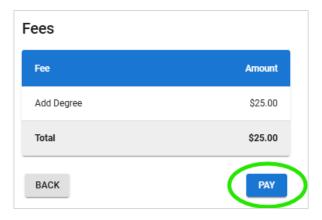


- 9.7. Follow the prompts to add your additional degree information. An official transcript reflecting the degree conferral date is required to add a degree. Licensees may not upload their own transcripts through VALO as they would no longer be considered official. Refer to the "Important information regarding official transcripts" for details on how to submit your official transcript.
- 9.8. Once you have completed the form and clicked the "Finish" button, you will be taken to the final page where you will have the opportunity to review a preserved copy of your request form.



9.9. The final page also displays the fee for your request. Click "Pay" to be directed to a third-party vendor site to enter and submit your payment.

Important Notice: Upon successful submission of payment, do not close your internet browser.





9.10. After completing the payment step, you will be redirected to the confirmation page in VALO. Click "Return to Dashboard" to return to your VALO Dashboard.

