

All certification **processing fees** are nonrefundable. The processing fee does not guarantee issuance or renewal of certification, or addition of endorsements. [Certification fees are payable online here](#); retain a screenshot or the email confirmation of payment to be included with certification application.

**Processing fees for initial certification.....\$50.00**

- Ancillary Certificate (with exception of Early Childhood Ancillary; no fee is required for those types of certificates)
- Career and Technical Trade and Industrial Education (CTTIE 1 or 2)
- Educational Leader (EDL)
- Extended Endorsement License (EEL)
- Initial Standard Level Certificate (Level 1 or Level 2 if it is the first certificate issued)
- Non-Public Temporary (T)
- Out-of-Field Authority to Teach (OFAT)
- Out-of-State (OS)
- Out-of-State One-Year Certificate
- Out-of-State Superintendent (OSS)
- Out-of-State-Principals (OSP)
- Practitioner License (PL1, PL2, PL3)
- Temporary Authority to Teach (TAT)
- Temporary Employment Permit (TEP)

**Processing fees for additions and evaluations.....\$50.00**

*For each additional transaction requested from the list below, enclose an additional \$25.00.*

- Additional Certification Areas
- Additional Degree(s)
- Evaluations (Including Certification Appeal evaluations—the appeal itself is at no additional cost)

*For example, requesting add-on for PK-3<sup>rd</sup>, an evaluation for Mild/Moderate 1-5, and addition of master’s degree (three transactions) would require \$100.00 processing fee.*

**Processing fees for higher, extensions/renewals .....\$50.00**

- Extension and/or Renewal of Certificates (Standard, Nonstandard, CTTIE & Ancillary)
- Higher Certificate (CTTIE 2)
- Higher Certificate (Type B\*, A\*, Level 2\* or 3\*)
- Higher Certificate (Type B, A, Level 2 or 3)

**Processing fees for Status Changes or the following requests.....\$25.00**

- Content Leader (endorsement or ancillary)
- Mentor Teacher (endorsement or ancillary)
- Name change only\*
- Requests for certificate *to be placed into* Non-practicing and/or Operational Role Status
- Appeals
- Printed and mailed copies of certificates
- Verification of NTE/PRAXIS Scores, and/or transcripts

Requests that **DO NOT** require a fee for initial issuance are:

- Ancillary Early Childhood (Early Childhood AN)
- World Language Certificate (WLC)
- Resident Teacher (R)

\*Name changes are included as a free transaction on all applications.