APPLYING FOR A LICENSE OR ENDORSEMENT

There are many resources available through the College of Education and Human Services (CEHS) and the Ohio Department of Education (ODE) to assist you in the application process. Below is a list of contact information for people involved in the licensure process at both the CEHS and ODE along with some web resources provided by ODE. In addition, we have included in this handout some general guidelines for submitting an application. We highly recommend that you download this packet from the ESSC website at https://www.csuohio.edu/cehs/essc/licensure-tests-applications-0 each and every time you plan on submitting a license application to CSU as our website will maintain the latest updates at this location. We also recommend that you become familiar with the ODE website for future reference as this site provides valuable information regarding advancing, renewing, and applying for additional credentials long after you have left CSU.

I.   **CEHS Contacts and Guidelines**

    A.   CEHS Contact Information (as of December 2019)

        1.   Licensure Approval: Education Student Services Center (ESSC), 216-687-4625

        2.   EdTPA/Self-Analysis Information: Dr. Brian Yusko, Education Dean's Office, b.yusko@csuohio.edu

        3.   BCI/FBI Information: Education Student Services Center (ESSC), Julka Hall, Room 170, 216-687-4625

    B.   CEHS Guidelines

        1.   Submitting a License Application (information you need to know before you apply) – pg. 2

        2.   Understanding the License Application Process – pg. 3

        3.   Applying for a Teaching License – pg. 4

        4.   Applying for an Administrative or Pupil Services License – pg. 5

        5.   Applying for an Endorsement – pg. 6

        6.   Common Mistakes (resulting in processing delays or declined applications) – pg. 7-8

II.   **ODE Contacts and Information**

    A.   ODE Contacts

        1.   Online License Application Issues: Office of Educator Licensure, 614-466-3593 or Toll Free 877-644-6338, educator.licensure@education.ohio.gov

    B.   ODE Website Resources

        1.   Educator Licenses: https://education.ohio.gov/Topics/Teaching/Licensure

        2.   Apply for a New License: http://education.ohio.gov/Topics/Teaching/Licensure/Apply-for-Certificate-License

        3.   Teachers: http://education.ohio.gov/Teachers

        4.   Administrators: http//education.ohio.gov/Administrators

        5.   FAQS about the Online License System: https://education.ohio.gov/Topics/Teaching/Licensure/Additional-information/Help-and-FAQs-for-the-Online-License-System

        6.   CORE Applicant User Manual: A link to the PDF version of the manual can be found on the ODE webpage to "Apply for a New License" (see item 2 above)

SUBMITTING A LICENSE APPLICATION

BEFORE YOU APPLY

- All courses required for a license or endorsement must be completed and final grades posted.
- Degrees must be awarded for all undergraduates and graduate students in the following master's or psychology specialist programs: Educational Administration, School Counseling, School Speech Language Pathologist and School Psychology.
- All required OAE's must be taken, passed and "official" results received (typically two to six weeks after taking the exam). "Unofficial" results received the day of the exam cannot be used to apply for your credential. Students in Chinese, French, or Spanish licensure programs must submit passing scores on the ACTFL OPI and WPT directly to the ESSC, JH 170 (or by email at coe.advising@csuohio.edu) prior to applying for your license. Students in Speech Language Pathology or School Psychology should submit passing scores on their respective Praxis II exams directly to the ESSC, JH 170 (or by email at coe.advising@csuohio.edu) prior to applying for your license.
- For students completing student teaching, you must receive a notice that you have passed your EdTPA (letters/emails are sent out roughly two weeks after the end of the semester). If you had student teaching waived, you must receive a notice that you have passed your self-analysis (letters/emails also sent out roughly two weeks after the end of the semester).
- For students applying for their first license, you must have a current (no older than one year) BCI/FBI background check on file with ODE. Note: Please use your social security number when completing the form to request a background check via electronic fingerprinting as it is the only way ODE can match your license application with your BCI/FBI results.

UNDERSTANDING THE APPLICATION PROCESS

WHO DOES WHAT AND WHEN

- Students are to sign into OH|ID to create an account (if you have not done so previously). The link: https://ohid.ohio.gov
- Once you have completed your application, selected Cleveland State University 062950 as the "Educator Preparation" Ohio College or University, and make payment, your completed application will be electronically sent to the Education Student Services Center (ESSC) at Cleveland State.
- A licensure specialist in the ESSC will review your file to ensure all course work is successfully completed, all exams are taken and passed, and all other requirements for the license/endorsement is met. Please allow one to two weeks (possibly longer at the end of a semester) for the ESSC to review your application. If you have any questions regarding the licensure application process, please contact the ESSC at 216-687-4625.
- If there are issues with your application, the licensure specialist will notify you by email (be sure your email is correct on your application). It is important that you respond quickly to any email you receive as license applications can only remain 60 days in the ESSC's queue before they are declined by ODE. Resolving any issue that may result in declining your application can be done by the ESSC within the 60 day period with no penalties for reapplication at a later date. However, if ODE declines your application, you will pay a reapplication fee for a subsequent submission.
- If your application is approved by the ESSC, your application will be electronically forwarded to the ODE for further review. ODE will check for a current BCI/FBI background check and passing scores on all required exams and will notify you by email of missing requirements or that your credential has been issued.
- To check on your application status throughout this process, return to the CORE Dashboard using the following link: https://coreprodint.ode.state.oh.us/CORE2.3/ODE.CORE.EducatorProfile.UI/EducatorSearch.aspx
- As a cautionary note, we highly recommend that you apply for your license within two years of your completion term. License applications submitted after two years may require completion of additional requirements, tests, or course work.

APPLYING FOR A TEACHING LICENSE

- All students seeking their first teaching license will apply for a 4 Year Resident Educator License. Once you select the 4 Year Resident Educator option, the following license types will appear. Some license types (e.g. Adolescent to Young Adult 7-12) may have additional teaching fields that need to be selected and are noted below. Only those teaching licensure programs available at CSU are listed here.
  - 4 Year Resident Education Adolescence to Young Adult (7-12)
    - Integrated Language Arts – License Code: 050145
    - Integrated Mathematics – License Code: 110094
    - Integrated Science – License Code: 132010
    - Integrated Social Studies – License Code: 150004
  - 4 Year Resident Educator Early Childhood (P-3) License
  - 4 Year Early Childhood Intervention Specialist (P-3) License
  - 4 Year Resident Educator Intervention Specialist (K-12) License
    - Mild/Moderate - License Code: 196140
    - Moderate/Intensive – License Code: 196142
  - 4 Year Resident Educator Middle Childhood (4-9) License (requires selection of 2 areas)
    - Language Arts and Reading (4-9) - License Code: 050150
    - Mathematics (4-9) - License Code: 110100
    - Science (4-9) - License Code: 130102
    - Social Studies (4-9) - License Code: 150003
  - 4 Year Resident Educator Multi-Age (P-12) License
    - Chinese – License Code: 060102
    - French – License Code: 060230
    - Music – License Code: 120050
    - Physical Education – License Code: 080305
    - Health is an add-on to Physical Education – License Code: 080115
    - Spanish – License Code: 060265
- Upon completion of a resident educator program and submission of a passing Resident Educator Summative Assessment (RESA) to ODE, educators can apply to advance their 4 year Resident Educator license to a 5 year Professional Teaching License. License applications to advance to a 5 year Professional Teaching License are not processed through Cleveland State. Please check with your school district for assistance in advancing, transitioning or renewing any teaching license.
- Educators who currently hold a 4 year Resident Educator Teaching License and want a teaching license under another license type, would still apply for a new 4 year Resident Educator License. Educators who hold a 5 year Professional Teaching License and want a teaching license under another license type, would apply for a new 5 year Professional Teaching License.

APPLYING FOR A 5 YEAR ADMINISTRATIVE OR PUPIL SERVICES LICENSE

5 YEAR ADMINISTRATIVE LICENSES

- Principal Licenses
    - Principal grades PK-6 – License Code: 280100
    - Principal grades 4-9 – License Code: 280200
    - Principal grades 5-12 - License Code: 280300
    - Principal Eligibility Requirements: Applying for one, two, or three principal areas on a single application requires that you have the appropriate teaching credential and at least two years teaching experience in that particular grade band. You must cite your classroom teaching experience under the Educator Work Experience section of the license application (Note: Do not list any administrative experience as your eligibility is strictly based on your classroom teaching experience). Also, the Work Experience Verification form attached to your program of study must be completed (and submitted to the ESSC) and should match your teaching experience listed on the license application. Note: At this time, CSU does not have an Urban Principal Endorsement.
- Superintendent License (no specific license code)
    - Superintendent Eligibility Requirements: Applicants for a superintendent's license must have three years experience as a principal or administrative specialist. Your principal or administrative experience must be cited under the Educator Work Experience section of the license application (Note: Do not list any classroom teaching experience as your eligibility is strictly based on your principal or administrative experience). Also, the Work Experience Verification form attached to your program of study must be completed (and submitted to the ESSC) and should match your administrative experience listed on the license application.

5 YEAR PUPIL SERVICES LICENSES

- School Counselor – License Code: 270200
    - Eligibility: Must have a master's degree in Counseling posted to your transcripts.
- School Psychologist – License Code: 270700
    - Eligibility: Must have a psychology specialist degree posted to your transcripts.
- School Speech-Language Pathologist – License Code: 270400
    - Eligibility: Must have a master's degree in Speech Pathology and Audiology posted to your transcripts. SSLP applicants must also apply for a conditional license with the Ohio Speech and Hearing Professionals Board.

APPLYING FOR AN ENDORSEMENT

- Endorsements are add-ons to an active 4 Year or 5 Year teaching license. Endorsements can only be added to a classroom teaching credential (e.g. cannot add an endorsement to a School Counselor license). Endorsements expire and are renewed at the same time as the teaching credential to which it is attached. The process for applying for an endorsement is slightly different than it is for a new teaching license as you will follow the directions for applicants who already hold an Ohio credential. CSU still receives and reviews all license applications for an endorsement as we check that all required courses are taken and the appropriate OAE exams are passed. Only those endorsement programs available at CSU are listed below.
    - Computer/Technology Endorsement – License Code: 111770
    - Early Childhood (grades 4-5) Generalist (limited to an Early Childhood P-3 license) - License Code: 185000
    - Gifted Intervention Specialist K-12 Endorsement – License Code: 196210
    - Middle Childhood (grades 4-6) Generalist Endorsements (limited to those who hold a Middle Childhood 4-9 license in two areas):
        - Language Arts and Reading (4-6) – License Code: 050155
        - Mathematics (4-6) – License Code: 110155
        - Science (4-6) – License Code: 130155
        - Social Studies (4-6) – License Code: 150155
    - Reading Endorsement – License Code: 059902
    - TESOL (Teaching English to Speakers of Other Languages) Endorsement – License Code: 050275

- SPECIAL ISSUES REGARDING ENDORSEMENTS:
    - Reading Endorsement – is a graduate program and is not available at the undergraduate level. In addition, the Reading Endorsement requires the completion of the following courses: EDL 502, EDL 503, EDL 504, EDL 695 and one elective from the following EDL 511, EDL 512, EDL 513, or EDL 505 (an equivalent undergraduate course may be taken as a substitute for one of these electives). Passage of the OAE 038/039 Reading Subtest I and II does not lead to an endorsement without completion of the five courses noted above. Important Note: Passage of the Praxis 5203 Reading exam taken to meet the Third Grade Reading Guarantee or the OAE 090 Foundations of Reading exam required for Early, Middle and Special Education licensure are not the appropriate tests for the Reading Endorsement and will not result in a Reading Endorsement even if you take the required course work listed above.
    - Gifted and TESOL – There are stand alone Gifted and TESOL licenses that are offered by the State but CSU does not have either of these licensure programs. Only the Gifted Endorsement and TESOL Endorsement are offered at CSU.
    - Gifted Intervention Specialist K-12 Endorsement – Students applying for a Gifted Endorsement after January 1, 2019 will be required to take and pass the new OAE 053 Gifted Education exam to obtain the endorsement.

COMMON MISTAKES

On the ODE website under the topic "Applying for a New License" (see page 1 Item 2 of this packet for the link) there is a link to the PDF version of the CORE Applicant User Manual that we recommend you read prior to submitting a license application. If you have questions regarding the online application, you can contact the Office of Educator Licensure at (Toll free) 877-644-6338. Questions dealing with the submission of a license application and the requirements necessary to submit an application should be referred to CSU's Education Student Services Center at 216-687-4625.

Please note that CSU does not review applications for temporary, substitute, or alternative licenses, aide permits, or applications to transition, advance, or renew a current credential. You should work with your school district who is responsible for reviewing and approving these types of applications. In addition, you do not need to submit transcripts or any other documentation if your application will be forwarded to CSU for review. CSU is responsible for reviewing your transcripts and ensuring all requirements are complete (with the exception of a current BCI/FBI background check which ODE is responsible for reviewing) prior to recommending you for a license.

To ensure a smooth application process, a list of common mistakes to avoid are listed below:

- Applying prematurely
  - Applying before final grades are posted or degree awarded
  - Applying before you receive "official" results of your OAE exams (which may take two to six weeks after you take the exam)
  - Applying prior to passing all required OAE, Praxis II, or ACTFL exams
  - Applying before your EdTPA results are known (for those individuals with a student teaching component in their program)
- Applying for programs CSU does not offer.
- Applying for a Reading Endorsement based on the passage of OAE Reading exams without completing the necessary sequence of courses required for the endorsement (see page 6).
- Applying for a 5 Year Professional license rather than a 4 Year Resident Educator license for first time applicants of a teaching license.
- Submitting an application with a missing or invalid email which prohibits CSU or ODE from contacting you if there is an issue with your license application.
- Selecting the correct effective year. Licenses are issued with an effective year starting with July 1 and ending June 30th. If you completed a licensure program in the spring or summer semester of a given year, your effective year should start with July 1 of your license completion year. If you are finishing your licensure program in the fall semester, you have the option of backdating your application by six months or having an effective year that begins the following July 1st. Those finishing in the fall who are actively pursuing a position in the schools beginning in January should consider backdating their effective year (with the understanding that you will lose six months of your 4 Year or 5 Year license) while all others should choose the following July 1st effective year.

COMMON MISTAKES CONT'D

- Having a valid and current BCI/FBI background check on file with ODE. All first time applicants must submit a BCI and FBI background check that is no older than one year at the time you submit your application. If you delay applying for your license after completing your program at CSU, it is up to you to submit an updated BCI/FBI background check before submitting your application. Only electronic fingerprinting (fingerprinting services provided in the ESSC, Julka Hall, Room 170, M-F 9am to 4pm) is accepted with the Bureau of Criminal Investigation and ODE. If you leave Ohio prior to applying for your license and your BCI/FBI background check is not current, you will either need to return to Ohio to complete an electronic fingerprint check or you will have to request ink cards from ODE and complete your fingerprinting through your local police station or other fingerprint services in your state.
- Selecting the correct Principal grade bands. Eligibility for a principal license requires the appropriate teaching or pupil services license for each principal grade band (P-6, 4-9, 5-12) AND two years of teaching or pupil services experience in the grades relative to the principal grade bands sought. Your teaching experience or experience under a pupil services license must be fully documented under the Educator Work Experience section of your license application in support of the principal area(s) you are seeking. If you are not currently eligible for a principal grade band based on your teaching credential or experience, apply for those areas you do qualify for now and seek an alternative principal license to add another grade band later. Contact your school district regarding the process for obtaining an alternative principal license.
- Entering an incorrect social security number when setting up your SAFE account or when completing an electronic fingerprint check can result in processing delays or a declined application.