

## Licensure Application Instructions

Students who are within two quarters of completing their program requirements (including course work and field experiences) and have evidence of passing required Praxis II tests may begin the licensure application process. All licenses are mailed to the University of Cincinnati. After verification of program completion, the license will be released to the student.

All applicants for licensure to the Ohio Department of Education must complete the following 2-step process. This includes initial, five-year, and second licenses.

### Step 1

Submit the following documents in a 9x12 envelope to the College of Education, Criminal Justice, and Human Services at this address:

Attn: Licensure Officer  
CECH Student Services Center  
1110 One Edwards Center  
University of Cincinnati  
PO Box 210002  
Cincinnati, OH 45221-0002

- A. Completed Ohio License Application (Click the link, then scroll down and click on Initial License-education program completed *inside* of Ohio.)  
<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1283&ContentID=1026>  
This application must be used for all initial, five-year and second licenses, and endorsements.
- B. Completed appropriate Application Record\* form (see below)
- C. Check or money order for the licensure application fee payable to: **Treasurer, State of Ohio** (refer to General Instructions with Initial Ohio License documents)
- D. Photocopy of your passing Praxis II score report
- E. Students requesting licensure as a School Audiologist or School Speech-Language Pathologist must submit a photocopy of the valid license issued by the respective Ohio licensure board.

#### \*Application Record:

Complete and submit only one Application Record. Print the **Initial Two-Year Provisional License** Application Record from the following pages (3-4) if this is your first:

- Ohio teaching license
- school counselor license
- principal license

Print the **Five-Year License and Endorsements** Application Record from the following pages (5-6) if you:

- hold a current license and are applying for a license in an additional licensure area
- hold a current license and are adding an endorsement to that license
- are applying for an initial 5-year professional license such as:
  - Administrative Specialist
  - Pre-Kindergarten Associate
  - Pupil Services: school audiologist, school counselor, school social worker, school speech-language pathologist, school psychologist
  - Superintendent



## Step 2

Current results (valid 365 days from check completed date) of your Ohio criminal background check by the Bureau of Criminal Identification and Investigation (BCI) **AND** Federal Bureau of Investigation (FBI) background check must be on file at the Ohio Department of Education (ODE). These must be submitted to ODE electronically through WebCheck. (See Fingerprint section of Initial Ohio License Application.) It is suggested that in June prior to the Internship year, an electronic copy should be requested to be sent to the ODE and the student should pick up their copy at the WebCheck facility.

The UC Public Safety Office is a WebCheck facility located in Four Edwards Center. With a valid student ID, Public Safety will administer background checks. Contact them for scheduling, administrative costs and payment options at 513-556-4925. For information about WebCheck and a listing of additional locations to obtain background checks go to:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>. *Background checks are not required for endorsements to existing licenses/certificates.*

The CECH Licensure Office processes applications weekly and sends them to the Ohio Department of Education. **Do not send your application directly to the Ohio Department of Education. It will be returned and cause a delay in the processing of your application.** Questions regarding the application process can be directed to the Licensure Office at 513-556-0297.

## Application Record—Initial Two-Year Provisional License

Name \_\_\_\_\_ SS# \_\_\_\_\_  
*Last First MI*

Address \_\_\_\_\_ UC ID \_\_\_\_\_  
*Street Apt #*

\_\_\_\_\_ Phone \_\_\_\_\_  
*City State Zip*

Permanent E-Mail Address \_\_\_\_\_

Race \_\_\_\_\_ Gender  Female  Male

Is this your first Ohio license?  Yes  No Program Type  Undergraduate  Graduate

Highest education level completed:  Associate  Bachelor  Master  Doctorate

Month/Year of completion: \_\_\_\_\_  
*Month Year*

### LICENSE TYPE AND FIELD CODES

Please indicate the type of license and teaching field(s) for which you are applying.

62: Middle Childhood (Grades 4-9)

- 050150 Reading and Language Arts
- 110100 Mathematics
- 130102 Science
- 150003 Social Studies

63: Adolescence to Young Adult (Grades 7-12)

- 050145 Integrated Language Arts
- 110094 Integrated Mathematics
- 132010 Integrated Science
- 150004 Integrated Social Studies
- 132150 Physical Sciences: Chemistry
- 132160 Physical Sciences: Physics
- 132030 Life Sciences
- 132040 Earth Sciences

64: Multi-Age (Grades PK-12)

- 060230 Modern Language: French
- 060235 Modern Language: German
- 060107 Classical Language: Latin
- 060265 Modern Language: Spanish
- 120050 Music
- 020012 Visual Arts

65: Intervention Specialist

- 196140 Mild/Moderate Educational Needs (K-12)
- 196142 Moderate/Intensive Educational Needs (K-12)

71: Early Childhood (Grades PK-3)

72: Early Childhood Intervention Specialist (Grades PK-3)

73: Principal

- 280100 Principal (Ages 3-12 & Grades PK-6)
- 280200 Principal (Ages 8-14 & Grades 4-9)
- 280300 Principal (Ages 10-21 & Grades 5-12)

74: Pupil Services

- 270200 School Counselor

Please complete page two by indicating which Praxis II test(s) you have taken and your score. You must attach a copy of your scores for your license application to be processed.

**OFFICE USE ONLY**

License Date: 7/ Submitted:  / / Approval: \_\_\_\_\_ Mailed to Student:  / /



Applicant Name (print): \_\_\_\_\_

UC ID: \_\_\_\_\_

<i>LICENSURE AREA</i>	<i>CODE</i>	<i>TEST NAME</i>	<i>PASSING SCORE</i>	<i>YOUR SCORE</i>
<b>Grades P-3/Early Childhood</b>	0521	Princ. of Learning and Teaching Early Childhood (P-3)	166	
	0021	Education of Young Children	166	
<b>Grades 4-9/Middle Childhood</b>	0523	Principles of Learning and Teaching (Grades 5-9)	168	
	0049	Middle School English Language Arts	156	
	0069	Middle School Mathematics	143	
	0439	Middle School Science	144	
	0089	Middle School Social Studies	151	
<b>Grades 7-12/Adolescence to Young Adult</b>	0524	Principles of Learning and Teaching (Grades 7-12)	165	
Integrated Language Arts	0041	English Lang., Lit., & Comp.: Content Knowledge	167	
Integrated Mathematics	0061	Mathematics Content Knowledge	139	
Integrated Science ( <b>choose <u>one</u> option</b> )	<i>Option 1</i>			
	0030	Biology and General Science	560	
	<i>And one of the following</i>			
	0265	Physics: Content Knowledge <i>or</i>	132	
	0245	Chemistry: Content Knowledge <i>or</i>	152	
	0571	Earth and Space Sciences: Content Knowledge	151	
	<i>Option 2</i>			
	0070	Chemistry, Physics & General Science <i>and</i>	520	
0235	Biology: Content Knowledge	148		
Integrated Social Studies	0081	Social Studies: Content Knowledge	157	
Earth Sciences	0571	Earth and Space Sciences: Content Knowledge	151	
Life Sciences	0235	Biology: Content Knowledge	148	
Physical Sciences – Chemistry	0245	Chemistry: Content Knowledge	152	
Physical Sciences – Physics	0265	Physics: Content Knowledge	132	
<b>Grades Pre-K-12/Multi-Age</b>	0521 or	Principles of Learning and Teaching (P-3)	166	
	0522 or	Principles of Learning and Teaching (K-6)	168	
	0523 or	Principles of Learning and Teaching (5-9)	168	
	0524 or	Principles of Learning and Teaching (7-12)	165	
Foreign Language – French, German, Spanish		ACTFL Oral Proficiency Interview (OPI) <i>and</i>	I/H	
		ACTFL Written Proficiency Test <i>or</i>	I/H	
Foreign Language – French	0173	French: Content Knowledge	160	
Foreign Language – German	0181	German: Content Knowledge	165	
Foreign Language – Spanish	0191	Spanish: Content Knowledge	160	
Music	0113	Music: Content Knowledge	154	
Visual Art	0133	Art: Content Knowledge	157	
<b>Intervention Specialist</b>				
Early Childhood (P-3)	0521	Principles of Learning and Teaching (P-3)	166	
	0353	Education of Exceptional Students: Core Knowledge	160	
Mild/Moderate & Moderate/Intensive (K-12)	0521 or	Principles of Learning and Teaching (P-3)	166	
	0522 or	Principles of Learning and Teaching (K-6)	168	
	0523 or	Principles of Learning and Teaching (5-9)	168	
	0524	Principles of Learning and Teaching (7-12)	165	
	0200	Intro to the Teaching of Reading (HQT) ( <i>not eligible for endorsement</i> )	540	
	0353	Education of Exceptional Students: Core Knowledge	160	
<b>Principal</b>	0410	Educational Leadership: Administration & Supervision	610	
<b>Professional Pupil Services</b>				
School Counselor	0420	School Guidance and Counseling (cont. listening section)	510	

## Application Record--Five-Year License and Endorsements

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_ UC ID \_\_\_\_\_  
Street Apt #

\_\_\_\_\_ Phone \_\_\_\_\_  
City State Zip

Permanent E-Mail Address \_\_\_\_\_

Race \_\_\_\_\_ Gender  Female  Male

Is this your first Ohio license?  Yes  No Program Type  Undergraduate  Graduate

Highest education level completed:  Associate  Bachelor  Master  Doctorate

Month/Year of completion: \_\_\_\_\_  
Month Year

### LICENSE TYPE AND FIELD CODES

Please indicate the type of license and teaching field(s) for which you are applying.

- \_\_\_ **62: Middle Childhood (Grades 4-9)**
- \_\_\_ 050150 Reading and Language Arts
- \_\_\_ 110100 Mathematics
- \_\_\_ 130102 Science
- \_\_\_ 150003 Social Studies

- \_\_\_ **63: Adolescence to Young Adult (Grades 7-12)**
- \_\_\_ 050145 Integrated Language Arts
- \_\_\_ 110094 Integrated Mathematics
- \_\_\_ 132010 Integrated Science
- \_\_\_ 150004 Integrated Social Studies
- \_\_\_ 132150 Physical Sciences: Chemistry
- \_\_\_ 132160 Physical Sciences: Physics
- \_\_\_ 132030 Life Sciences
- \_\_\_ 132040 Earth Sciences

- \_\_\_ **64: Multi-Age (Grades PK-12)**
- \_\_\_ 060230 Modern Language: French
- \_\_\_ 060235 Modern Language: German
- \_\_\_ 060107 Classical Language: Latin
- \_\_\_ 060265 Modern Language: Spanish
- \_\_\_ 120050 Music
- \_\_\_ 020012 Visual Arts

- \_\_\_ **65: Intervention Specialist**
- \_\_\_ 196140 Mild/Moderate Educational Needs (K-12)
- \_\_\_ 196142 Moderate/Intensive Educational Needs (K-12)

- \_\_\_ **67: Associate License**
- \_\_\_ 180109 Pre-Kindergarten Associate

- \_\_\_ **68: Superintendent**

- \_\_\_ **71: Early Childhood (Grades PK-3)**
- \_\_\_ **72: Early Childhood Intervention Specialist (Grades PK-3)**
- \_\_\_ **73: Principal**
- \_\_\_ 280100 Principal (Ages 3-12 & Grades PK-6)
- \_\_\_ 280200 Principal (Ages 8-14 & Grades 4-9)
- \_\_\_ 280300 Principal (Ages 10-21 & Grades 5-12)
- \_\_\_ **74: Pupil Services**
- \_\_\_ 270100 School Audiologist
- \_\_\_ 270200 School Counselor
- \_\_\_ 270300 School Social Worker
- \_\_\_ 270400 School Speech-Language Pathologist
- \_\_\_ 270700 School Psychologist
- \_\_\_ **75: Administrative Specialist**
- \_\_\_ 281100 Educational Research
- \_\_\_ 281200 Educational Staff Personnel Administration
- \_\_\_ 281300 Curriculum, Instruction & Prof. Development
- \_\_\_ 281400 Pupil Services Administration
- \_\_\_ 281500 School Community Relations

### ENDORSEMENTS

- Limited to age and grade levels listed on teacher license.*
- \_\_\_ 111770 Computer/Technology
  - \_\_\_ 196210 Gifted
  - \_\_\_ 196097 Pre-Kindergarten Special Needs
  - \_\_\_ 059902 Reading
  - \_\_\_ 050275 TESOL

**OFFICE USE ONLY**

License Date: 7/ /    /    Submitted:    /    /    Approval:    /    /    Mailed to Student:    /    /



**Complete page two by indicating which Praxis II test(s) you have taken and your score. You must attach a copy of your scores for your license application to be processed.**

**Applicant Name (print):** \_\_\_\_\_ **UC ID:** \_\_\_\_\_

<i>Licensure Area</i>	<i>Code</i>	<i>Test Name</i>	<i>Passing Score</i>	<i>Your Score</i>
<b>All Classroom Teachers</b>	0521	Principles of Learning and Teaching Early Childhood (P-3) <b>OR</b>	166	
	0522	Principles of Learning and Teaching: Grades K-6 <b>OR</b>	168	
	0523	Principles of Learning and Teaching: Grades 5-9, <b>OR</b>	168	
	0524	Principles of Learning and Teaching: Grades 7-12	165	
<b>Administrative Specialist</b>	0410	Educational Leadership: Administration and Supervision	610	
<b>Early Childhood (PK-3)</b>	0021	Education of Young Children	166	
<b>Early Childhood Generalist (4-5)</b>	0014	Elementary Education: Content Knowledge	143	
<b>French (K-12)</b>	0173	French: Content Knowledge	160	
<b>German (K-12)</b>	0181	German: Content Knowledge	165	
<b>Integrated Language Arts (7-12)</b>	0041	English Lang., Lit., and Comp.: Content Knowledge	167	
<b>Integrated Mathematics (7-12)</b>	0061	Mathematics: Content Knowledge	139	
<b>Integrated Social Studies (7-12)</b>	0081	Social Studies: Content Knowledge	157	
<b>Integrated Science</b> (Choose Option)	0030	<b>Option I</b> Biology and General Science <b>and one of the following</b>	560	
	0245	Chemistry: Content Knowledge <b>or</b>	152	
	0265	Physics: Content Knowledge <b>or</b>	132	
	0571	Earth and Space Sciences: Content Knowledge	151	
	0070	<b>Or Option II</b> Chemistry, Physics & General Science <b>and</b>	520	
	0235	Biology: Content Knowledge	148	
<b>Earth Sciences (7-12)</b>	0571	Earth and Space Sciences: Content Knowledge	151	
<b>Life Sciences (7-12)</b>	0235	Biology: Content Knowledge	148	
<b>Physical Sciences: Chemistry (7-12)</b>	0245	Chemistry: Content Knowledge	152	
<b>Physical Sciences: Physics (7-12)</b>	0265	Physics: Content Knowledge	132	
<b>Intervention Specialist (K-12)</b>	0353	Education of Exceptional Students: Core Knowledge	160	
<b>Middle Childhood Reading &amp; LA</b>	0049	Middle School English Language Arts	156	
<b>Middle Childhood Mathematics</b>	0069	Middle School Mathematics	143	
<b>Middle Childhood Science</b>	0439	Middle School Science	144	
<b>Middle Childhood Social Studies</b>	0089	Middle School Social Studies	151	
<b>Middle Childhood Generalist Endorsement (4-6)</b>	0014	Elementary Education: Content Knowledge ( <b>OR</b> content area tests being added)	143	
<b>Music</b>	0113	Music: Content Knowledge (contains listening section)	154	
<b>Reading Endorsement (PK-12)</b>	0200	Introduction to the Teaching of Reading	540	
<b>School Audiologist</b>	0340	Audiology	600	
<b>School Counselor</b>	0420	School Guidance & Counseling (contains listening section)	510	
<b>School Psychologist</b>	0401	School Psychologist	161	
<b>School Speech-Language Pathologist</b>	0330	School Speech-Language Pathology	600	
<b>Spanish (K-12)</b>	0191	Spanish: Content Knowledge (contains listening section)	160	
<b>Superintendent</b>	0410	Educational Leadership: Administration and Supervision	610	
<b>Teaching English to Speakers of Other Languages (TESOL) Endorsement (PK-12)</b>	0360	English to Speakers of Other Languages	420	
<b>Visual Arts (K-12)</b>	0133	Art: Content Knowledge	157	