Ohio License Application  
(Principal, School Counseling, School Psychology, CIPD and Superintendent and Endorsement Programs)

1) Electronic Application Information (UD IRN# 063941)

Go to the Ohio Department of Education home page (https://education.ohio.gov/), and click on the SAFE link in the top banner (https://safe.ode.state.oh.us/portal) to sign in.

- Don’t have a SAFE account? Sign up at https://safe.ode.state.us/portal/signup/signup.
- Safe Signup help

When you have a username and password, go to ODE.CORE ODE Connected Ohio Records for Educators

Click the yellow “APPLY” under New Application.

Then choose accordingly based on the following below:

- **Initial 5-year professional / Administrator for Principal, Superintendent or the Curriculum, Instruction & Professional Development**
- **Initial 5-year professional / Pupil Services for School Counseling and School Psychology**
- **Endorsements added to teaching license effective date**

Then press the “apply” button to the right of the screen

Complete all questions and then submit the electronic license application.

2) State examination (OAE as of 9.1.2013 / Praxis II prior to 8.31.2013)

Superintendent license does not require examination.

Applicants must provide a copy of the OAE or Praxis II passing test score report. Scan email (gseiter1@udayton.edu) or fax (937-229-3199) to Gina Seiter, Coordinator of Graduate Programs and Licensing, University of Dayton.

3) Verification of Employment Letter

- **No verification of employment letter required for School Psychology License.**
- **No verification of employment letter required for School Counseling License.**
- **No verification of employment letter required for Reading or Computer Technology Endorsements**

Scan email (gseiter1@udayton.edu) or fax (937-229-3199) to Gina Seiter, Coordinator of Graduate Programs and Licensing.

**Principal License:**
The principal license is an initial five-year professional license.
Applicants must have a minimum of two years teaching experience under a standard teaching certificate/license in the grade level(s) of the license requested.

Applicants qualify for the principal license based on a minimum of two years teaching experience under a standard teaching certificate/license at the following levels: PK-6 for an early childhood license (280100), grades 4-9 for a middle school license (280200), and grades 5-12 for a high school license (280300). Some applicants will qualify for more than one level. (For example: teaching 5th and/or 6th grade for a minimum of two years qualifies for all three license levels.)

A verification of employment letter (grade level(s)/number of years) from the applicant’s school district personnel office is required. **Applications cannot be processed without this letter.**

**Curriculum, Instruction, & Professional Development:**
The CIPD license is an initial five-year professional license.
Applicants must have a minimum of two years teaching experience under a standard teaching certificate/license.
A verification of employment letter (grade level(s)/number of years) from the applicant’s school district personnel office is required. Applications cannot be processed without this letter.

**Superintendent License:**
The superintendent license is an initial five-year professional license. Applicants for a superintendent license must have a minimum of three years administrative experience under a standard administrative certificate/license. A verification of employment letter from the applicant’s school district personnel office is required. Applications cannot be processed without this letter.

5) **Fingerprints (OH/FBI)**
Applicants must have a valid Ohio/FBI background check on file at state. The University of Dayton does not require a copy of the background check verification form(s).

**Questions?**
Contact:
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