

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.oh.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:

Gina L. Seiter, Coordinator of Graduate Programs and Licensing

School of Education and Health Sciences

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