

# ***INITIAL LICENSURE PROCESS***

***CHRISTIE RHOADS, LICENSURE SPECIALIST***

***172 Arps Hall – 1945 N. High Street***

***Columbus, Ohio 43210-1172***

***292-2742***

***[rhoads.1@osu.edu](mailto:rhoads.1@osu.edu)***

*The information contained herein pertains to applicants for **Initial Two-Year** (classroom teacher) or **Initial Five-Year Ohio License** (Pupil Services or Administrative license) who have completed an OSU licensure program. Ohio teacher licensure is based on standards in place at the time you apply for a license, regardless of when you graduated or completed licensure requirements. PRAXIS II exam(s), application fees and background checks are also based on state requirements at the time of application for licensure. It is your responsibility to initiate the licensure process.*

**OUT-OF-STATE LICENSE/CERTIFICATION:** If you plan to apply for licensure in another state, you will need to obtain application information from the licensing office for that state.

## **PRAXIS II**

Candidates for any initial Ohio license must successfully complete required portions of the PRAXIS II examination AND have the scores reported directly to the OSU Registrar. You are responsible for scheduling the appropriate test(s) for your license. **NOTE: *The approved PRAXIS II tests for the State of Ohio are subject to change. Please refer to the ODE web site at [www.ode.state.oh.us](http://www.ode.state.oh.us) to be sure you schedule the appropriate test(s).*** Be sure to request your score be sent directly to the OSU Registrar by including the score reporting code **1592** in the appropriate section of the registration. Failure to have your scores reported properly will result in additional fees to PRAXIS and a delay in the application process until after your score is reported to the Registrar. Paper copy will not be accepted.

The online registration site is **[www.ets.org/praxis](http://www.ets.org/praxis)**. Please refer to the chart on that website for test dates and registration deadlines. The registration information implies that use of your social security number is *optional*. However, it is necessary that you include your SS# when registering so your score will be sent to OSU.

It is important that you read and keep the entire set of registration information so you will be prepared for the day of the exam; i.e., the test day schedule, a list of what to take to the test center, etc. Your confirmation ticket is issued electronically by PRAXIS, indicating test location and time(s) for your test(s). Be sure to take that ticket with you to the test site. If you have questions about anything related to the test, please contact PRAXIS.

**It is important that you keep the paper copy of your score report PERMANENTLY as part of your professional portfolio. PRAXIS does not keep scores more than FIVE years.**

# BACKGROUND CHECK

All individuals applying for an initial Ohio license must complete both state and federal background checks through the Bureau of Criminal Identification and Investigation (BCII) if the current report is more than a year old. Background checks are valid for **one year only**.

The fingerprinting process is done electronically (non-ink chemical). The University Police Office on the Columbus campus offers the electronic fingerprinting service, but you are **not** required to use campus police services; you may be fingerprinted through any certified agent you choose. ***Be sure to indicate that the report goes to the Ohio Dept of Ed, agency code 4UR619.*** The scheduled days/hours for fingerprinting at the OSU Police Department are *Tuesday, Wednesday & Thursday* from 9:00-11:00 a.m. and 1:00-3:00 p.m. They are located in Blankenship Hall, 901 Woody Hayes Drive. Please contact that office for current fee information. It is important that you contact the fingerprinting agent to find out their office hours, fees, etc. before you go.

**IF YOU HAVE BEEN FINGERPRINTED WITHIN THE PAST YEAR**, you may submit a written authorization for the Ohio Dept. of Ed to receive a certified copy of the background check(s). The written statement should include the following:

I hereby certify that I have given the Ohio Department of Education, Office of Educator Licensure, permission to obtain a copy of any arrest or conviction record pertaining to me now in the files of the Ohio Bureau of Criminal Identification & Investigation, London, OH. I hereby release the Ohio BCII and all individuals connected therewith from all liability in connection with the dissemination of such arrest and conviction data.

The request must be **signed by the applicant and witnessed by a person who is NOT a relative**. Include your **full name, date of birth and social security number**. Send the authorization to:

BCII  
P.O. Box 365  
London OH 43140

Include a **money order** for **\$8.00**, payable to **Treasurer, State of Ohio**. Do NOT send a personal check.

# APPLICATION FORM

The application for licensure is available on the ODE website [www.ode.state.oh.us](http://www.ode.state.oh.us). You may either complete and download the form or print it and then complete it. **Please print legibly!** This will ensure a correct license. **Please use only black or blue ink.** Be sure to sign and date both pages. Select the codes that are specific to the license for which you are *currently* applying. NOTE to *Middle Childhood* applicants: Application fee is \$80.00, even though you are applying for more than one license area.

**SUBMIT YOUR ORIGINAL APPLICATION AND FEE PAYMENT TO THE LICENSURE SPECIALIST. IF YOUR PROGRAM COORDINATOR REQUIRES THE APPLICATION BE SUBMITTED TO THAT OFFICE, PLEASE SUBMIT A COPY OF THE APPLICATION TO YOUR DEPARTMENT.** Check or money order should be payable to *Treasurer, State of Ohio*. **PLEASE DO NOT SEND YOUR APPLICATION TO THE OHIO DEPARTMENT OF EDUCATION. THE LICENSURE SPECIALIST WILL SEND IT AFTER OBTAINING THE SIGNATURE OF THE APPROPRIATE ADMINISTRATOR UPON VERIFICATION THAT ALL REQUIREMENTS HAVE BEEN MET.**

## CONTACT INFORMATION FOR OHIO TEACHER LICENSURE PROCESS

### OHIO DEPARTMENT OF EDUCATION

[www.ode.state.oh.us](http://www.ode.state.oh.us)

25 S. Front Street, Columbus, OH 43215-4183  
614-466-3593

You may download the application form online

select *Educator Licensure* from the “Educators” column

select *Educator Licensure Applications*

scroll down to #14 *Initial License (education program completed **inside** Ohio)*

### PRAXIS II REGISTRATION, TEST DATES, CODES

609-771-7395

[www.ets.org/praxis](http://www.ets.org/praxis)

OSU reporting code: **1592**

### PRAXIS II TEST REQUIREMENTS FOR OHIO

The ODE website is updated as changes occur, so be sure to check that website for updated information at the time you register for the test(s) you need to take.

[www.ode.state.us](http://www.ode.state.us)

select *Teaching* from white menu bar at top of page

select *Educator Preparation in Ohio from left menu*

select *Praxis Tests*

click on “*Click here to access a PDF file...*”

chart of required test(s) by licensure area begins on page 4

### PRAXIS II REQUIREMENTS FOR OTHER STATES

[www.ets.org/praxis](http://www.ets.org/praxis)

select “State Requirements”

select the state you wish to consider

### PRAXIS II STUDY GUIDES

[www.ets.org/praxis](http://www.ets.org/praxis)

select “Tests at a Glance”

select “Test Preparation”

### BACKGROUND CHECK

P.O. Box 365

London OH 43140

740-845-2000

### CAMPUS POLICE OFFICE

1200 Blankenship Hall

901 Woody Hayes Drive

292-2121