

## **DIRECTIONS FOR OBTAINING EARLY CHILDHOOD GENERALIST ENDORSEMENT AT THE OHIO STATE UNIVERSITY**

The Ohio State University (OSU) offers an endorsement program to add 4<sup>th</sup> and 5<sup>th</sup> grade for teachers holding a standard Ohio license in Pk-3. This endorsement cannot be added to any other teaching license.

If your Ohio certificate/license has expired, contact the Ohio Dept. of Education (ODE) at 614-466-3593 for information on renewing your original certificate. If your credential expired less than five years ago, you will need to take nine quarter hours of course work in your discipline. If your credential expired more than five years ago, you will need to take 18 quarter hours of course work in your discipline. If you have questions about which courses fall within “your discipline,” ask to speak to a consultant at ODE. Depending on your original teaching area, you may or may not be able to use the required 4<sup>th</sup> and 5<sup>th</sup> grade endorsement courses to renew your certificate/license.

If you received a teaching credential from another state and need information about obtaining equivalent licensure in Ohio, contact ODE at 614-466-3593 or visit the Web at <http://www.ode.state.oh.us/> for an out-of-state application and information packet. **PLEASE NOTE:** Candidates who were prepared as elementary teachers in other states and who received a broader elementary license in the originating state but were required to obtain a P-3 license in Ohio, now will be able to apply for the new early childhood generalist endorsement based on the preparation they initially received in their originating state. While these educators will *not* need to complete additional coursework requirements through an Ohio college or university, they are required to meet the Praxis II testing requirement. Please contact the Ohio Department of Education for more information.

### **Step 1**

Call 614-292-2332 to schedule an appointment to meet with an advisor in the School of Teaching and Learning. You **MUST** bring with you a copy of your transcripts and a copy of your current teaching license.

You will officially enroll in the Endorsement Program during this meeting. We will discuss which courses to take and how to register for classes, activating your OSU email account, parking on campus, and the endorsement process.

**227 Arps Hall  
1945 N. High St.  
Columbus, Ohio 43210**

### **Step 2**

Successfully complete all of the courses listed on the “Early Childhood Generalist Endorsement Sheet” and earn a minimum GPA of at least 2.7. This coursework can be taken for undergraduate or graduate credit and each course should be taken for 3 credit hours. In addition, all coursework must be completed at OSU to be recommended for a 4<sup>th</sup> and 5<sup>th</sup> grade endorsement by this institution. The faculty must approve any exceptions. A student wishing to substitute a course or a course from another institution must submit a petition, a course syllabus or official course description, and a copy of a transcript or advising report showing the final grade. Petitions are available in the Office of Academic Services, 227 Arps Hall and should be returned to that office.

### **Step 3**

Pass the Praxis II National Teacher’s Exam, “Elementary Education: Content Knowledge.” Check the ODE Web site at <http://www.ode.state.oh.us> to confirm that you are registering for the appropriate test. Search for “Praxis II Tests,” then click on “PDF outlining ODE’s Praxis II testing information for Ohio teachers.” Registration information is available

on the Praxis Web site at <http://www.ets.org/praxis>. Have your scores sent to The Ohio State University (reporting code **R1592**). Allow approximately 6-8 weeks for the results to be posted to your transcript.

#### **Step 4**

Notify 227 Arps Hall that you have completed the requirements by sending in the “Early Childhood Generalist Endorsement Clearance Request Form”.

#### **Step 5**

Apply for licensure. Applications are available on the Ohio Department of Education Web site at <http://www.ode.state.oh.us/>. Complete this form and submit it with a check or money order for \$20 (made payable to **Treasurer – State of Ohio.**) to:

Licensure Officer, College of Education and Human Ecology  
172 Arps Hall  
1945 N. High Street  
Columbus, OH 43210.

As soon as final grades for all required courses have been posted, and the University Registrar has received your PRAXIS scores, your application for licensure will be approved and forwarded to ODE with your check or money order.

#### **Advice to Student:**

If your contact information (phone number, address, email) changes, please notify the Office of Academic Services to ensure that you receive updates about the program. If you have questions about the endorsement process, you may call 614-292-2332 to schedule a meeting or a phone appointment with an academic advisor.

**Early Childhood Generalist Endorsement  
Enrollment Form  
Grades 4 & 5**

Name: \_\_\_\_\_ name.#: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender:  Male  Female

Please check the appropriate line:  Black, non-Hispanic  American Indian or Alaskan native  
 Asian American or Pacific Islander  Hispanic  White, non-Hispanic  Non-U.S. citizen

Check all degrees earned:  Bachelor's  Master's  Doctoral

Do you hold or have you ever held a standard Ohio teaching certificate or license in grades Pk-3?  Yes  No

Date of expiration: \_\_\_\_\_

Are you a practicing teacher?  Yes  No If so, indicate school and district: \_\_\_\_\_

Work address: \_\_\_\_\_  
\_\_\_\_\_

Work phone #: \_\_\_\_\_

If you are not a teacher, are you currently enrolled in a teacher preparation program for grades Pk-3?  Yes  No

If so, where? \_\_\_\_\_

Qtr/Yr of first endorsement course: \_\_\_\_\_

**I have read and understand the directions for obtaining an Early Childhood Generalist Endorsement.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**For Official Use Only**

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Accept \_\_\_\_\_ Reject \_\_\_\_\_

\_\_\_\_\_  
Advisor's signature

\_\_\_\_\_  
Date



## Early Childhood Generalist Endorsement Clearance Request Form

Name: \_\_\_\_\_ name.#: \_\_\_\_\_ Date: \_\_\_\_\_

Upon successful completion of all required course work or during the final quarter of enrollment, submit this form and a copy of your OSU advising report to **Endorsement Coordinator, Office of Academic Services, 227 Arps Hall, 1945 N. High St., Columbus, OH 43210**. If you have questions, call 614-292-2332 to schedule a meeting or a phone appointment with an academic advisor.

Check the appropriate line or lines:

- I have successfully completed all required course work and the Praxis II Specialty Area Exam.
- I am in enrolled in the last required course \_\_\_\_\_ (Qtr/Yr).
- I took/will take the Praxis II Specialty Area Exam on \_\_\_\_\_ but have not received my scores.