

DIRECTIONS FOR OBTAINING A TESOL ENDORSEMENT AT THE OHIO STATE UNIVERSITY

The Ohio State University (OSU) offers an endorsement program for TESOL (Teaching English to Speakers of Other Languages) for teachers holding a standard Ohio certificate or license in another area. Certified or licensed teachers who complete the required courses and the appropriate Praxis exam(s) may add TESOL licensure, grades K-12, to their original teaching credential.

You must have received or be eligible to receive a standard Ohio teaching certificate or license in another area in order to add TESOL licensure through OSU. *A TESOL endorsement cannot be added to a substitute or temporary 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 TESOL 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.

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 “TESOL Endorsement Sheet” and earn a minimum GPA of 3.0 with at least a C in each course. Unless otherwise approved by the faculty, all coursework must be taken at the graduate level and completed within 10 years of applying to ODE for the TESOL endorsement. **Course work taken at the undergraduate level may be accepted if it was taken within three years of enrolling in the TESOL endorsement program.** In addition, all coursework must be completed at OSU to be recommended for a TESOL endorsement by this institution. The faculty coordinator must approve any exceptions. A student wishing to substitute an undergraduate 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, “Teaching English as a Second Language.” 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 for the TESOL Endorsement by calling 614-292-2332 to schedule an appointment or by submitting the TESOL Endorsement Clearance Request Form to 227 Arps Hall, 1945 N. High St., Columbus, OH 43210.

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.

TESOL Endorsement Enrollment Form

Grades K-12

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

Native language: _____ List languages in which you are proficient: _____

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

Do you hold or have you ever held a standard Ohio teaching certificate or license? Yes No

In what area(s)? _____ 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? Yes No

If so, where? _____ What license? _____

Qtr/Yr of first endorsement course: _____

I have read and understand the directions for obtaining a TESOL Endorsement.

Signature _____
Date

For Official Use Only

Accept _____ Reject _____

Advisor's signature _____
Date

TESOL ENDORSEMENT SHEET (Teaching English to Speakers of Other Languages)

Name _____

SS # _____

To add a TESOL endorsement to a standard Ohio teaching certificate or license, complete the following courses at the graduate level and earn a minimum 3.0 GPA with at least a C in each course. Any deviations from these requirements must be approved by the faculty. All course work, including any approved substitutions, must be completed within 10 years of applying to ODE for the endorsement.

Required Courses (*quarter listed indicates when course usually is offered at time convenient for practicing teachers—quarters offered may vary*)

		<u>Qtr/Yr Completed</u>	<u>Grade</u>
Anthropology 630 or T&L 803 or T&L 606	Language and Culture in Education Language and Society Language Arts in the Bilingual/Multicultural Classroom	_____	5 _____
Edu T&L 640	Methods and Techniques of TESOL	_____	4 _____
Edu T&L 703.08	Studies in Second Language Acquisition	_____	3 _____
Edu T&L 963.08	Foreign Language Testing	_____	4 _____
Edu T&L 887.46	Field Experience (<i>prior permission required</i>)	_____	3 _____

Select one:

Edu T&L 925.46	Pedagogical Grammar (<i>topics may vary, confirm that you are registering for the correct section</i>)		
English 572	Traditional Grammar and Usage		
English 771	Introduction to the English Language		
English 772	English Syntax	_____	3-5 _____

Select one:

Edu T&L 606	Language Arts in the Bilingual/Multicultural Classroom		
Edu T&L 612	Linguistic Materials for Teachers		
Edu T&L 617	Teaching Foreign & Second Language in the Elementary School (<i>prior permission required</i>)		
Edu T&L 710	Selecting & Developing Sec Lang Instructional Materials		
Edu T&L 803	Language and Society		
Edu T&L 868	Syllabus Design		
Edu T&L 925.45	Foreign Language & Second Lang Seminar (varied topics)		
Linguistics 500	Phonetics		
Linguistics 503	Phonology		
Linguistics 601	Intro to Linguistics		
Linguistics 661.01	Intro to Sociolinguistics		
Linguistics 615	Psycholinguistics		
PAES 650	Intro to Exceptional Children		
PAES 669	Tchg Students w/ Disabilities in Inclusive Settings	_____	3-5 _____

To be completed by the Office of Academic Services

OK to add TESOL, grades K-12 to _____
Ohio certification/licensure (attach copy)

Pending _____
initials/date

Final Clearance _____
initials/date

TESOL 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.