

## **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  
185 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: \_\_\_\_\_ OSU email: \_\_\_\_\_

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**

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Accept \_\_\_\_\_

Reject \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

Name \_\_\_\_\_ OSU email: \_\_\_\_\_

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.

<b>Required Courses</b> <small>(quarter listed indicates when course usually is offered at time convenient for practicing teachers—quarters offered may vary)</small>	<b><u>Qtr/Yr Completed</u></b>	<b><u>Grade</u></b>
Anthropology 630 or T&L 803 or T&L 606	_____	5 _____
Edu T&L 640	_____	4 _____
Edu T&L 703.08	_____	3 _____
Edu T&L 963.08	_____	4 _____
Edu T&L 887.46	_____	3 _____

**Select one:**

Edu T&L 925.46	Pedagogical Grammar <i>(topics may vary, confirm that you are registering for the correct section)</i>	_____	
Edu T&L 927.45	Frst Yr Ma Sem, FSL	_____	
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**

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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: \_\_\_\_\_ OSU email: \_\_\_\_\_ 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.