

**School of Educational Policy and Leadership**  
**Administrative Licensure Program for Principals Application**

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Student ID # or last 4 digits SSN: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male / Female (circle one)

Ethnicity (optional):

\_\_\_ Black, non-Hispanic

\_\_\_ American Indian or Alaskan Native

\_\_\_ Asian or Pacific Islander

\_\_\_ Hispanic

\_\_\_ White, non-Hispanic

\_\_\_ Non-resident alien

Home Phone: ( ) \_\_\_\_\_ Cell/Alternate Phone: ( ) \_\_\_\_\_

Email \_\_\_\_\_

**GRADUATE STUDY PLANS**

Term/ Year of Desired Enrollment: \_\_\_\_\_ Accelerated Licensure Program Applicant? Yes / No (circle one)

Licensure Desired:

Will You Also be Applying to an EPL Degree Program?

\_\_\_ Ages 3-14 Principal

\_\_\_ Yes, the MA or PhD (circle one)

\_\_\_ Ages 8-21 Principal

\_\_\_ No, I already have a master's degree (*licensure only*)\*

*\*Please see note and initial on page 2*

Have you previously, or are you currently enrolled, as a graduate student at Ohio State?

Yes / No (circle one)

Department: \_\_\_\_\_

**SUPPORTING DOCUMENTS**

\_\_\_ Statement of Intent

\_\_\_ Resume

\_\_\_ Three Letters of Recommendation (reference coversheet available at <http://ehe.osu.edu/epl/licensure/downloads/epl-reference-form-licensure-degree.pdf>)

\_\_\_ Sealed/Official Transcripts from All Universities/ Colleges Attended (except Ohio State)

\_\_\_ Copy of Standard Pupil Services (Teaching) License(s)

\_\_\_ GRE Scores (required if combined cumulative undergrad GPA is below a 3.0 or if applying to PhD program)

\_\_\_ Request for Transfer of Graduate Program Form *and* File from Previous Department if formerly enrolled as a graduate student at Ohio State (form can be downloaded at

<http://www.gradsch.ohio-state.edu/Depo/PDF/TransferGradProgram.pdf>)

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PREVIOUS EDUCATION					
Institution	City	Attendance Dates	Major	Degree Awarded	Date Degree Awarded

RECORD OF TEACHING EXPERIENCE			
District	District City/State	Subject(s)/ Grade Level(s)	Dates of Service

\*Please read and initial:

*Students who enroll in coursework under **graduate non degree status** at Ohio State are only allowed to transfer in a maximum of **7 semester hours** of credits toward a degree program if they choose to later apply to one. If you choose to complete the licensure coursework as a graduate non degree student you will lose the ability to transfer in all but 7 semester hours if you do not apply to a degree seeking program and get accepted prior to reaching the maximum number of transferrable semester hours. Please note that petitions are not accepted regarding this policy. If you have taken graduate non degree work prior to the semester conversion, or if you have any other questions regarding graduate non degree transfer credit, please speak with the Licensure Coordinator in Ramseyer Hall room 122 for additional information.*

**Certification of Truth Statement:** I affirm that the information I have provided on this application form and any other information that I have submitted or will submit to The Ohio State University in connection with the admission and financial aid process is complete and accurate. I understand that submission of incomplete or inaccurate information is sufficient cause for revocation of admission and/or enrollment.

\_\_\_\_\_

Applicant's Full, Legal Signature

\_\_\_\_\_

Date

For additional information regarding the Principal Licensure Program, including the steps to apply, please visit the Administrative Licensure section of our website: <http://ehe.osu.edu/epl/licensure/>.