



Overview of Ohio Licensing Process for Foreign Educated Teacher

Ohio Department of Education: Foreign Education

Teacher certification for foreign-educated teachers and foreign-certified teachers varies based on state guidelines. In Ohio, college coursework completed outside the United States requires a course-by-course analysis from an approved international credential evaluation service. The Ohio Department of education is able to utilize credential evaluations from any of the following organizations:

Evaluation Service

Table with 2 columns listing evaluation services: American Education Research Corporation, Foreign Credits, Inc., Academic & Credential Records Evaluation & Verification Service (ACREVS), Globe Language Services, Educational Credential Evaluators Inc., Institute of Foreign Credential Services, Educational Perspectives, International Education Research Foundation, Educational Records Evaluation Services, Josef Silny and Associates, and World Education Services.

Steps for Application

Contact an approved international credential evaluation service and request a course-by-course credential evaluation on any coursework completed outside of the United States.



Translate all required documentation into English prior to submitting to the Ohio Department of Education.



Complete the state and federal background check and fingerprinting process through WebCheck; locations are provided on the Ohio Attorney General's website. Please tell the agency you use to send the results to the Ohio Department of Education.



Determine which Ohio teaching license you will pursue. For more information, visit the ODE Teacher License Overview.



Create a SAFE account and register an Educator Profile. For instructions, view the Help Guide.

Disclaimer: This information is provided only as an overview. All programs, processes and/or fees are subject to change. Please verify above information with appropriate agency or governing agency. Ohio Department of Higher Education - December 2017



Begin the Application Process: Log in to your SAFE account, select ODE CORE, click on New Application, and then click Apply for a New License, Permit, or Certificate. Select Teachers and from that drop-down menu, select the type of license for which you are applying. For detailed instructions, view the [My Educator Profile handbook](#).



Upload the following required documents to My Documents:

- **Course-by-Course Credential Evaluation Report:** In lieu of official transcripts: please upload the course-by-course credential evaluation report conducted by an approved international credential evaluation service (listed above). **The Ohio Department of Education cannot accept grade reports, photos/photocopies of transcripts or unofficial transcripts.** Before uploading this report, please see the following requirements:
 - Date of course-by-course evaluation must be visible.
 - Include all pages of report (front and back).
 - Create one PDF file per report (if there are multiple pages, do not upload pages separately).
 - Upload reports from multiple evaluation services separately, if applicable (i.e. each report should be one PDF file).
- **Employer verification of teaching experience**, including years of experience and content/grade levels taught
- **Verification of any completed licensure exams**
- **A copy of the teaching license from the country of origin** (front and back)



Submit payment for your licensure application. Click [HERE](#) to view the schedule of fees.



Track the progress of your online application. Log into your SAFE account to learn where your application is in the review process. On the CORE dashboard, click on the Status button. On the My Applications screen, you will see a note about your application in the Status column.

NOTE: Processing time may vary, depending upon the complexity of license requests, completion time for requirements such as background checks, and the sheer volume of requests at any one time. The Ohio Department of Education will send you email notifications at several points about your application:

1. an acknowledgement that you submitted it; and
2. a notice that your application was either:
 - approved and issued;
 - placed on hold; or
 - declined.

If you have questions, contact the Ohio Department of Education Office of Educator Licensure toll-free at 877-644-6338 or e-mail educator.licensure@education.ohio.gov.