

Checklist for Advancing a Supplemental License

This checklist is a resource for educators to use when applying to advance an Ohio Supplemental Teaching License or Endorsement to a Professional or Resident Educator License. Additional information is available on the State Board of Education's [Supplemental Licenses and Endorsements webpage](#).

You must complete either an [approved educator preparation program](#) through an [accredited university](#) (Option A) OR request an evaluation from the Office of Educator Licensure and Effectiveness to determine what exams and coursework are required to advance to the standard license or endorsement (Option B). All eligibility requirements for either Option A or B must be met before applying for the standard license.

OPTION A: APPROVED EDUCATOR PREPARATION PROGRAM

If you are completing a [traditional educator preparation program](#), please contact the university for information regarding coursework and exam requirements. You must meet all university program requirements and pass any additional licensure exams before applying for the standard teaching license or endorsement. If you are completing an educator preparation program through an [out-of-state university](#), please see the [Out-of-State Licensure webpage](#) for additional documents to submit with your online application.

OPTION B: EVALUATION BY THE OFFICE OF EDUCATOR LICENSURE AND EFFECTIVENESS

- **Step 1: Request an evaluation (after initial supplemental license is issued).**
The evaluation application form is under Option B on the respective Supplemental License webpage. Follow the instructions for submitting the evaluation request found on the form.
- **Step 2: Complete all additional coursework and exam requirements as listed on your evaluation from the Office of Educator Licensure and Effectiveness.**
- **Step 3: Complete two years of mentored teaching under the supplemental license or endorsement.**
The employing school district shall assign a mentor to you while you teach under the supplemental license or endorsement. The assigned mentor shall be an experienced teacher who currently holds a standard teaching license in the same or related content area as the supplemental license.
- **Step 4: Prepare documents to submit with your online application.**

TRANSCRIPTS. You may scan and upload your official university transcripts reflecting your completed coursework requirements per system directions to your OHID account or mail them to the Office of Educator Licensure and Effectiveness. Please review the [Transcript Instructions webpage](#) before submitting transcripts.

WORK EXPERIENCE. Educators must provide verification from the employing school or district of successful completion of a minimum of two full school years of mentored teaching in the licensure area while holding the supplemental license for that area. Educators must submit a letter, on district letterhead, signed and dated by the superintendent of schools or the human resource director verifying dates of full-time employment, teaching assignments and grade levels for each year of employment under the supplemental license.

APPLICATION INSTRUCTIONS

Upon completion of all remaining requirements, either through the university or per the evaluation by the Office of Educator Licensure and Effectiveness, you may apply for the standard license (or add the endorsement to your existing Resident Educator or Professional license) through your OHID account.

- Access your [OHID account](#) (you will need to [create an OHID account](#) if you do not already have one).
- Click Educator Licensure and Records (CORE).
- Complete and submit the online application for the NEW Resident Educator or Professional license or to add the endorsement to your existing license from your CORE Dashboard.
- See the [CORE Licensure System webpage](#) for additional instructions.