

Initial Supplemental License Checklist

Educators who hold an active, standard Ohio teaching license and need an additional licensure area for employment in an Ohio school or district should consider the Ohio Supplemental Licensure pathway. Educators working under a supplemental teaching license or endorsement are properly certified in the supplemental licensure area while completing this pathway. This checklist is a resource for educators to use when applying for an Ohio Supplemental teaching license or endorsement. Additional information is available on the State Board of Education's [Supplemental Licenses and Endorsements webpage](#).

YOU MUST HOLD AN ACTIVE, STANDARD OHIO TEACHING CERTIFICATE OR LICENSE TO BEGIN THIS LICENSURE PATHWAY.

STEP 1: MEET EXAM REQUIREMENT

You must pass the content assessment required for the supplemental licensure area.

- See the [Pearson Education website](#) for Ohio Assessments for Educators (OAE) exam information and registration.
- See the [Language Testing International \(LTI\) website](#) for American Council on Teaching of Foreign Languages (ACTFL) world language exam information and registration.

STEP 2: MEET EMPLOYMENT REQUIREMENT

You must be employed in a teaching position requiring the supplemental licensure area in an Ohio school or district. Notify the employing school or district and request the employer's IRN to use in the online application. The organization's e-signer must approve your license application. Record the IRN for use with the online application here:

STEP 3: COMPLETE AND SUBMIT THE ONLINE APPLICATION

- 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 Supplemental Teaching License - 1 Year application from your CORE Dashboard. **For an endorsement area**, please select the base license type that you currently hold from the Credential drop down (1 Year Supplemental Adolescence to Young Adult 7-12 License, for example). If you are applying for an endorsement area (TESOL PreK-12, for example) you will be able to select it after selecting the base license type in the supplemental application.
- See the **CORE User Manual** on the [Online CORE License System FAQs webpage](#) for additional instructions.

PLEASE NOTE: You must complete either an [approved educator preparation program](#) through an [accredited university](#) 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 teaching license. All eligibility requirements for either option must be met before applying for the standard license. Please see the **Checklist for Advancing a Supplemental License** (accessible from the [Supplemental Licenses and Endorsements webpage](#)) for additional steps.

