Transition To Work Endorsement Process

The following process applies to Career Assessment Specialists and Job Training (JTC) Coordinators.

Teacher Education and Licensure Standards, updated December 30, 2004, **OAC 3301-24 Teacher Education Licensure Rules** defines requirements for new candidates to obtain a Transition To Work Endorsement.

OAC 3301-24-05(E) ***An endorsement of a teacher license***, valid for teaching the subject or learners named, shall be issued to an individual who holds a baccalaureate degree; who is deemed to be of good moral character; who has successfully completed an approved program of preparation; who has successfully completed an examination prescribed by the State Board of Education; and who has been recommended by the dean or head of teacher education at an approved institution. The endorsement may be added to any standard teaching certificate, or provisional or professional teaching license, unless limited by age or grade as noted below:

(14) Transition to work (limited to intervention specialist license or career-technical license);

Appropriate candidates must:

1. Hold a valid certificate or license in Special Education/Intervention Specialist as a preferred foundation. These candidates can be hired as a VOSE, WSC, Career Assessment Specialists, or JTC. OR

   Hold a **baccalaureate degree and a** valid teaching certificate or license in Vocational (career-technical) Education. These candidates can only be hired as a Career Assessment Specialist or a JTC Coordinator.

   Note: Candidates who hold a grandfathered TTW endorsement as a VOSE coordinator or work-study coordinator are eligible to become a JTC. These candidates do not have to follow steps 2-6.

2. Enter and complete an approved Teacher Education program for Transition To Work Endorsement at an approved university (see attached list). The university contact should review educational/preparation background and recommend a licensure plan.

3. Provide an application for temporary license for the Transition To Work Endorsement, signed by the local school district or educational employing agency superintendent and submit to the Ohio Department of Education, Office of Educator Licensure. The endorsement code for Transition To Work is 600010.

4. Some candidates may be required to take additional coursework to complete the various university requirements to comply with the Transition To Work Endorsement standards.

5. Renew temporary license endorsement for no more than four times with the minimum required (6) semester six-hour annual coursework documentation.

6. The TTW endorsement can be added to the teaching certificate/license after completion of the licensure plan as determined by the university with approved TTW program. Applicant must use and Initial License application to add a teaching area. The Initial License application must be signed by the university attended to verify completion of the TTW program.

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