

Mike DeWine, Governor
Paolo DeMaria, Superintendent of Public Instruction

February 14, 2019

Re: Proper Certification

As you are aware, beginning July 1, 2019, Senate Bill 216¹, 132nd General Assembly, requires that all classroom teachers providing instruction in a core subject area² must be properly certified or licensed. Proper certification/licensure is defined as a teacher who has successfully completed all requirements for certification or licensure for the teaching assignment including:

- 1) **Subject** areas;
- 2) **Grade** levels in which the teacher provides instruction; and
- 3) **Students** to whom the teacher provides the instruction.

A transition period was not outlined in the legislation and schools and educators have a limited amount of time to meet the requirements in law before July 1, 2019. Individuals who are not considered properly certified/licensed in core subject areas include, but are not limited to, classroom teachers instructing out of their licensed teaching field or grade band, those teaching under substitute licenses, or those who do not hold a teaching license issued by the State Board of Education.

To assist teachers and schools as they work toward proper certification, the Office of Educator Licensure has prepared the attached guidance documents outlining a variety of options on how to obtain licensure that will enable teachers to meet the proper certification requirements outlined above. Additionally, to verify your teachers' credentials, please see the document titled "Instructions to Access Educator Credential Data."

Educators who already hold a standard teaching license in Ohio and who wish to become licensed in a new subject or grade band can obtain a **supplemental license** by passing the appropriate licensure assessment. Educators holding a teaching license from another state can apply for a one-year **out-of-state license** while they meet Ohio's requirements.

Many excellent candidates have not completed a traditional, 4-year university program as their path to licensure. As such, Ohio offers creative solutions for those who did not follow a traditional path but who may be seeking licensure to meet proper certification/licensure requirements, including our Alternative Resident Educator pathway.

We work hard in the Office of Educator Licensure to ensure highly effective teachers and leaders are credentialed to serve the diverse educational needs of Ohio's students. We are here to support you through the licensure process and continue to work on additional alternative options toward proper certification. Our office has nine licensure specialists in assigned regions to personally assist administrators and educators throughout Ohio, and we encourage you to

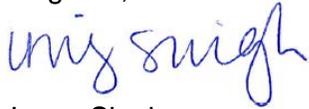
¹ Ohio Revised Code (ORC) section 3319.074

² ORC 3319.074 defines core subject areas as English language arts, mathematics, science, social studies, foreign language and fine arts.

contact them directly. Please refer to the attached map to find your assigned licensure specialist.

Thank you for partnering with us in supporting our state's excellent educators who ultimately challenge, prepare and empower our children.

Regards,

A handwritten signature in blue ink that reads "immy singh". The signature is written in a cursive, lowercase style.

Immy Singh
Director
Office of Educator Licensure

Ohio Department of Education Select Licensure Requirements

(1-Year) Supplemental License Requirements

- A valid, standard Ohio teaching certificate or license (*not* an alternative, temporary or substitute license)
- Successful completion of the content area exam for the supplemental licensure area
- Employment in a teaching position requiring the supplemental licensure area in an Ohio school/district

(1-Year) Out-of-State Educator License Requirements

- Valid out-of-state standard educator license
- Bachelor's degree from an accredited college/university
- Completion of an approved out-of-state teacher preparation program
- Completion of six semester hours of teaching of reading coursework (*Early Childhood, Early Childhood Intervention Specialist, Middle Childhood & Intervention Specialist*)
- Employment in a teaching position requiring the license in an Ohio school/district

(5-Year) Professional Educator License Requirements (Out-of-State Pathway)

- Valid or expired out-of-state standard educator license
- Bachelor's degree from an accredited college/university
- Completion of an approved out-of-state teacher preparation program
- Completion of all licensure examinations prescribed by the State Board of Education for specified license
- Completion of 12 semester hours of teaching of reading coursework (including one three-semester hour course in the teaching phonics) for *Early Childhood, Early Childhood Intervention Specialist, Middle Childhood & Intervention Specialist*
- Minimum of three full years of teaching experience under a valid, standard out-of-state license

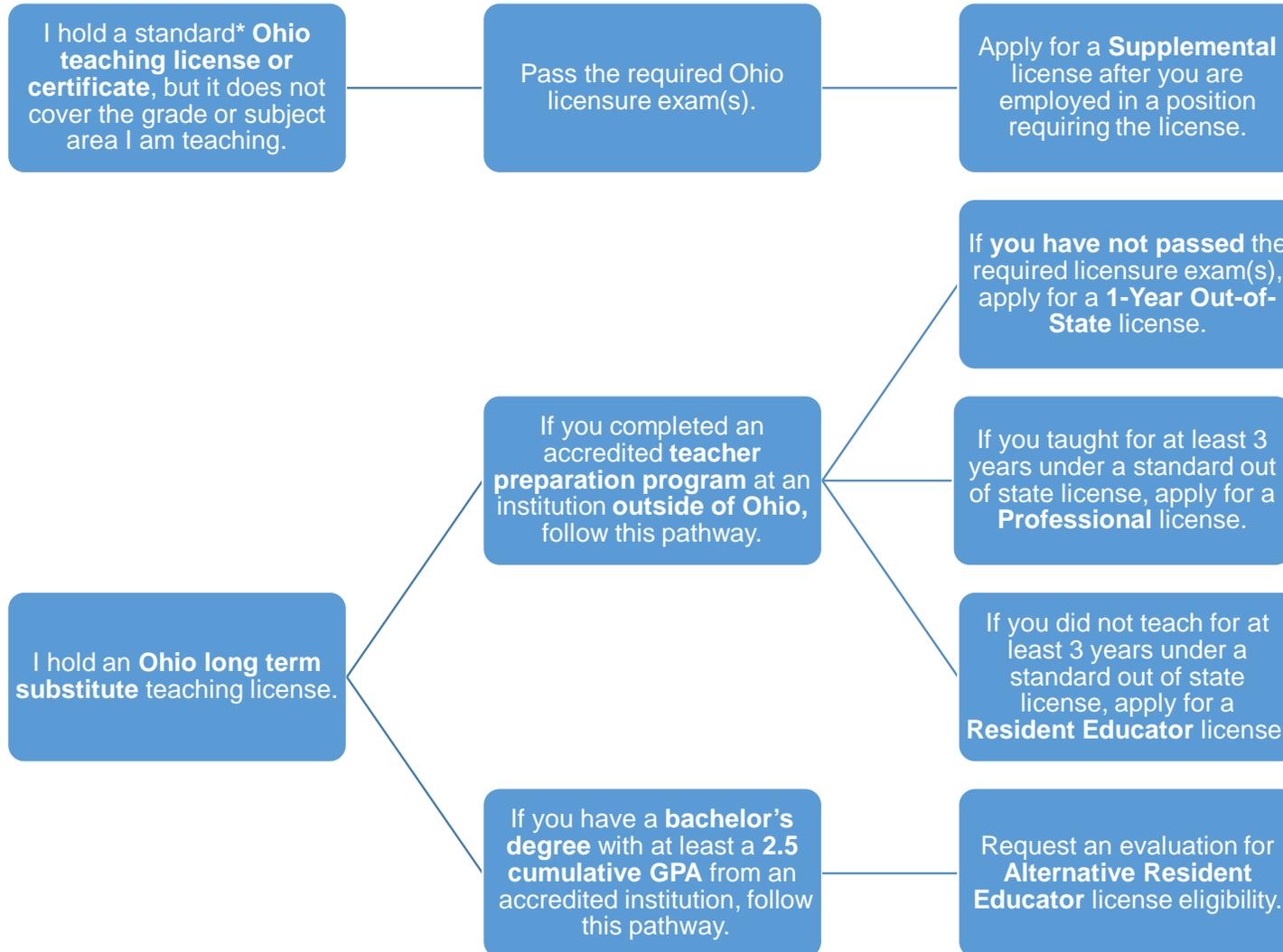
(4-Year) Resident Educator License Requirements

- Bachelor's degree from an accredited college/university
- Completion of an approved teacher preparation program
 - If you completed a teacher preparation program at an institution outside of Ohio, additional coursework may be required.
- Successful completion of licensure examinations prescribed by the State Board of Education

(4-Year) Alternative Resident Educator License Requirements

- Bachelor's degree with a GPA of 2.5 or higher from an accredited college/university
- Completed alternative resident educator evaluation for eligibility from the Ohio Department of Education
- Successful completion of licensure examinations prescribed by the State Board of Education
- Completion of Intensive Pedagogical Training Institute (IPTI) or Chancellor-approved alternative
- Employment in a teaching position requiring the license in an Ohio school/district

Pathways to Becoming Properly Licensed



*A standard Ohio license includes a resident educator or professional license. It does not include an alternative license or substitute license.

Instructions to Access Educator Credential Data by District or Community School

School staff can generate a data file that lists the educators they have reported to EMIS for the current school year and all of the credentials that each educator holds. This information may be helpful in identifying educators who will not meet the new proper certification and licensure requirements that go into effect July 1, 2019. To generate the data file for your district or community school, follow these steps:

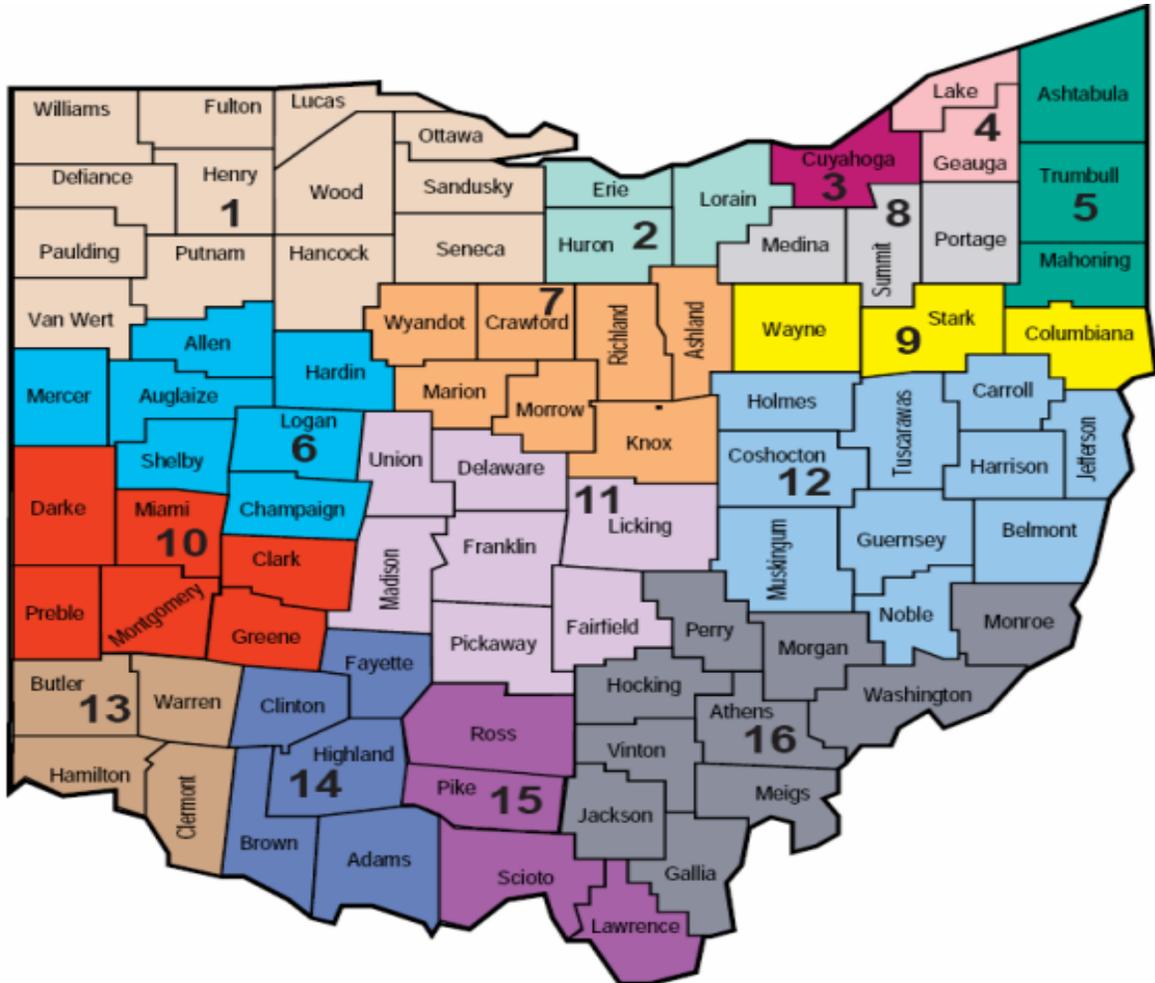
1. Go to the [Ohio Department of Education home page](#).
2. From the *Topics* drop down menu, select *Teaching*.
3. Click on the link to *Educator Profile*, which is located under the *Resources* heading.
4. From the *Educator Profile* drop down menu on the red bar, select *Educator Data by Dist*.
5. Start typing the IRN or name of your district or community school.
6. Click on the name of your district or community school, then click *Select*.
7. A pop-up message will appear asking you to open or save the file that contains your search results. If you want to maintain a copy of the document, click the arrow next to *Save* and select *Save As*. Then save the file to your preferred location.

When you open the document, you will see a list of the staff reported to EMIS for the current school year and all of their licenses. Some individuals may appear on the list more than once if they have multiple licenses.

To identify active licenses only, highlight the top row with the column names and select filter. In column N, select the filter arrow and uncheck the box next to *Expired*. Now you should see only credentials in the *Issued* status. To further narrow the data, you may want to filter or sort by *Credential Class* in column H.

Your regional contact in the Office of Educator Licensure will be happy to work with your school to identify pathways to proper licensure that are available for each of your educators.

Regional Licensure Specialist



Region	Consultant	Telephone number	E-mail address
1	Jennifer Buchman	614-387-0929	jennifer.buchman@education.ohio.gov
2	Sheri Rettig	614-387-0144	sheri.rettig@education.ohio.gov
3	Sheri Rettig	614-387-0144	sheri.rettig@education.ohio.gov
4	Erica Alexander	614-466-0436	erica.alexander@education.ohio.gov
5	Erica Alexander	614-466-0436	erica.alexander@education.ohio.gov
6	Curtis Hewitt	614-466-5749	curtis.hewitt@education.ohio.gov
7	Lynne Odorizzi	614-466-5633	lynne.odorizzi@education.ohio.gov
8	Lynne Odorizzi	614-466-5633	lynne.odorizzi@education.ohio.gov
9	Julie Conrad	614-387-2281	julie.conrad@education.ohio.gov
10	Shannon Kvorjak	614-914-2361	shannon.kvorjak@education.ohio.gov
11	Curtis Hewitt	614-466-5749	curtis.hewitt@education.ohio.gov
12	Seth Bumgarner	614-728-3003	seth.bumgarner@education.ohio.gov
13	Shannon Kvorjak	614-914-2361	shannon.kvorjak@education.ohio.gov
14	Elizabeth Voigt	614-728-4300	elizabeth.voigt@education.ohio.gov
15	Elizabeth Voigt	614-728-4300	elizabeth.voigt@education.ohio.gov
16	Seth Bumgarner	614-728-3003	seth.bumgarner@education.ohio.gov