**Transition to Work (TTW) Endorsement Process**

**Licensure Requirements** OAC 3301-24-05 (B)(17)

The Transition to Work (TTW) Endorsement* is an endorsement of a teacher license that shall be issued to an individual who:

1. Holds a baccalaureate degree;
2. Holds a currently valid standard Ohio intervention specialist or career-technical teaching license or certificate;
3. Is deemed to be of good moral character; and
4. Has successfully completed an approved program of preparation and has been recommended by the dean or head of teacher education at an approved institution.

*Career Assessment Specialists (CAS) and Job Training Coordinators (JTC) are required to hold the TTW Endorsement.

**Add TTW Endorsement to Existing Credential**

The TTW Endorsement can be added to the intervention specialist or career technical license or certificate after completion of the licensure plan as determined by the university with an approved TTW Endorsement program. The candidate must submit an Add Area to a Credential Application through the Ohio Department of Education’s Connected Ohio Records for Educators system (ODE.CORE). The field code for the TTW Endorsement is 600010.

**Supplemental Teaching License for TTW Endorsement**

The supplemental teaching license allows educators holding a currently valid standard Ohio teaching license or certificate to teach in a supplemental area, at the request of an employing Ohio school district, while they are in the process of obtaining standard licensure for that area. The following process for obtaining a supplemental license for the TTW Endorsement applies to educators holding an intervention specialist license or a career-technical license:

1. Enter and begin a teacher education program for the TTW Endorsement at an approved university (see list below). The university contact should review educational background/preparation and recommend a licensure plan.
2. Submit an application for a New Supplemental License for the TTW Endorsement through ODE.CORE. The application must be signed by the local school district or educational employing agency superintendent.
3. Renew the supplemental license for the TTW Endorsement no more than two times.
4. Please click here for additional information regarding Supplemental Teaching License for Endorsement Areas.
Transition to Work Endorsement Providers

Bowling Green State University
Jeanne Novak, Ph.D., CESP
Associate Professor, Special Education
School of Intervention Services
413 Education Building, Bowling Green, Ohio 43403
Phone: (419) 372-6826  Fax: (419) 372-8265
Email: jnovak@bgsu.edu

Kent State University
Robert Cimera, Ph.D.
Ruderman Fellow on Disability and Transition Policy
Professor
Special Education, Moderate-to-Intensive Disabilities
Transition-to-Work Endorsement and Master’s Programs
405J White Hall
150 Terrace Drive, Kent, Ohio 44242
Phone: (330) 672-5796
E-mail: rcimera@kent.edu

University of Toledo
Patricia Devlin, Ed.D.
Associate Professor
Early Childhood and Special Education
Judith Herb College of Education
2801 West Bancroft Street, Toledo, Ohio 43606
Phone: (419) 530-2839  Fax: (419) 530-2700
E-mail: patricia.devlin@utoledo.edu

Xavier University
Jacquelin Smith
Clinical Faculty
Field Placement Coordinator
Department of Secondary and Special Education
3800 Victory Parkway, Cincinnati, Ohio 45207
Phone: (513) 745-3990  Fax: (513) 745-3410
E-mail: smithj9@xavier.edu

Wright State University
Gina R. Oswald, Ph.D., CRC, PC
Assistant Professor
Rehabilitation Services, Transition to Work Program Director
Wright State University Department of Human Services
3640 Colonel Glenn Highway, Dayton, Ohio 45435
Phone: (937) 775-3270  Fax: (937) 775-2042
E-mail: gina.oswald@wright.edu
Ohio Department of Education Contacts

Office for Career-Technical Education
David Bruce, Ed.D.
Consultant
25 South Front Street, Columbus, Ohio 43215-4183
Phone: (614) 995-5108
E-mail: david.bruce@education.ohio.gov

Dee Sturgill
Consultant
25 South Front Street, Columbus, Ohio 43215-4183
Phone: (614) 466-1881
E-mail: dee.sturgill@education.ohio.gov

Office for Exceptional Children
Amy Szymanski, M.Ed.
Consultant, State Support Team Region 1
2275 Collingwood Blvd. Toledo, Ohio 43620
E-mail: esclew_aszy@sstr1.org

Office of Educator Licensure
Kerry Martinez
Assistant Director
25 South Front Street, Columbus, Ohio 43215-4183
Phone: (614) 466-5739
E-mail: Kerry.martinez@education.ohio.gov

Revised June 2016