

# Properly Certified or Licensed Toolkit



2024-2025



**Department of  
Education &  
Workforce**

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## Guidance Document Overview

The Ohio Department of Education has developed this guidance document to assist districts and schools as they work to meet the new educator qualification requirements outlined in the Every Student Succeeds Act (ESSA) and Ohio Revised Code (ORC). Districts and schools can use this document to inform policy and procedure development related to the implementation and monitoring of educator qualifications.

## Ensuring Excellent Educators in Ohio's Schools

Since teachers are the most important school-based factor effecting student achievement (Rivkin, Hanushek, & Kain, 2005)<sup>1</sup> and school leaders are second (Waters, Marzano, & McNulty, 2003)<sup>2</sup>, it is essential to staff Ohio's schools with excellent teachers and leaders. [Ohio's 2015 Plan to Ensure Equitable Access to Excellent Educators](#) strengthens this commitment in our state and local education agencies. Comprehensive plan implementation ensures poor and minority students have equitable access to excellent educators who are effective, experienced and properly licensed or certified.

The Every Student Succeeds Act (ESSA) supports this effort by requiring schools/programs receiving Title I funds to ensure that all teachers and paraprofessionals working in a program supported with these funds meet “applicable state certification and licensure requirements” (ESSA 1112 (c)(6))<sup>3</sup>. Ohio has defined “State certification and licensure” as “properly certified or licensed” in ORC 3319.074. The term “properly certified or licensed teachers” aligns with appropriate credentialing as defined by Ohio state licensure requirements for grade band, student population and subject content.

## Properly Certified or Licensed Teacher Requirements

A “properly certified or licensed teacher” has successfully completed all requirements for certification or licensure in the core academic subject of the teaching assignment and currently holds that corresponding license.

For teachers to be properly certified or licensed, according to ORC 3319.074(2), their teaching assignments must align with their license parameters in all the following ways:

- Subject areas in which they provide instruction, including core academic subjects; and
- Grade levels in which they provide instruction; and
- With the student population to whom the teacher provides instruction, such as gifted, regular education or special education. See [Section 4.2 of the EMIS manual](#).

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<sup>1</sup> Rivkin, S.G., Hanushek, E.A., & Kain, J.F. (2005). Teachers, schools, and academic achievement. *Econometrica*, 73(2), 417-458.

<sup>2</sup> Waters, T., Marzano, R.J., & McNulty, B. *Balanced leadership: What 30 years of research tells us about the effect of leadership on student achievement*. Aurora, CO: Mid-Continent Research for Education and Learning. Retrieved from <http://files.eric.ed.gov/fulltext/ED481972.pdf>

<sup>3</sup> Each local educational agency plan shall provide assurances that the local educational agency will ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification

**Beginning August 14, 2024**, a school district or community school may employ or assign an educator to teach up to two grade levels outside of the person's current licensure grade band for not more than two school years at a time. The district superintendent or governing authority of the community school may renew a teacher's eligibility on a biennial basis. The individual must still be certified to teach the subject area to which they are assigned. To qualify, an educator must hold a professional or resident educator teaching license issued under [section 3319.22 of the Ohio Revised Code](#). Those teaching two years outside of their grade band shall be considered "properly certified or licensed teacher" for the purpose of [section 3319.074 of the Ohio Revised Code](#).

### **Core Academic Subject Area**

According to ORC 3319.074 (A)(1) "Core subject area" means reading and English language arts, mathematics, science, social studies, foreign language, and fine arts.

### **Full State Certification & Licensure**

The following teaching license types would be considered for full state certification or licensure:

- Resident Educator/Alternative Resident Educator License
- Professional Educator License
- Senior Professional Educator License
- Lead Professional Educator License
- One-Year Out-of-State License
- Supplemental License
- Visiting International Teacher License
- Temporary Military Duty Teaching License
- Reinstatement License
- Early College High School License
- Two-Year Provisional STEM License
- Interim Resident Educator License

### **Identifying Properly Certified or Licensed Teachers**

Hiring and assigning teachers to appropriate teaching assignments is vital to ensuring all children have access to excellent educators. Districts and schools should ensure hiring practices and procedures are in place and follow federal requirements and Operating Standards for Ohio schools 3301-35-05, which state, "Each credentialed staff member shall hold the appropriate credentials for his/her assigned position. Copies of credentials appropriate to staff assignments shall be on file in the school district's administrative office."

Ohio Revised Code 3319.074 outlines the need for proper certification and licensure. It states:



“Beginning July 1, 2019, no city, exempted village, local, joint vocational, or cooperative education school district shall do either of the following:

1. Employ any classroom teacher to provide instruction in a core subject area to any student, unless such teacher is a properly certified or licensed teacher;
2. Employ any paraprofessional to provide academic support in a core subject area to any student, unless such paraprofessional is a properly certified paraprofessional.”

The following resources can be used to assist with proper certification and licensure:

- **Teacher Licensure Course Status Search Tool**

The [Teacher Licensure Course Status Search Tool](#) identifies both the certification areas and the licensure areas required for teaching specific courses.

- **EMIS Manual: Subject Codes**

The [EMIS Manual: Subject Codes 4.7](#) provides the subject code numbers to be used for reporting this information in EMIS.

- **EMIS Manual: Student Population**

The [EMIS Manual: Course Master Record “Student Population Element” 4.2](#) provides valid options to be used for reporting this information in EMIS.

For additional guidance using these tools, see Appendix A

## Properly Certified Instructional Paraprofessionals Requirements

Administrators and EMIS coordinators must verify paraprofessionals are properly certified.

First, all educational aides in an aide position must hold an educational aide permit (either 1 year or 4 year).

Second, according to the “Elementary and Secondary Education Act of 1965,” 20 U.S.C. 6301 et seq. and Ohio Revised Code 3319.074, at least one of the following criteria must also be satisfied:

- a) Have a designation of “ESEA qualified” on the educational aide permit; or
- b) Have successfully completed at least two years of coursework at an accredited institution of higher education; or
- c) Hold an associate degree or higher from an accredited institution of higher education; or
- d) Meet a rigorous standard of quality as demonstrated by attainment of a qualifying score on an academic assessment specified by the Department of Education.

*°An accredited institution of higher education is defined in the Higher Education Act as an educational institution that is legally authorized by the state to provide a program of education beyond secondary education for which the institution awards a bachelor’s degree or provides not less than a two-year program that is acceptable toward such a degree. An accrediting agency recognized by the U.S. Secretary of Education determines accreditation for higher education institutions.*

*If an educator is uncertain as to whether their degree or coursework is from an accredited higher education institution, please check with the institution.*

### **Exceptions for Requirements**

Exceptions to state statute for paraprofessionals include paraprofessionals who serve as translators for children and paraprofessionals whose sole responsibilities consist of conducting parental involvement activities.

### **State Assessment for Paraprofessionals**

Educational Testing Service (ETS) administers the ParaPro Assessment, which is the state assessment for paraprofessionals in Ohio and has portability across school districts. The State Board of Education approved a passing score of 456 for the ParaPro Assessment.

For more information about the ParaPro Assessment or to find the Registration Bulletin and locations for taking the ParaPro Assessment, visit <http://www.ets.org/parapro>. The ParaPro Assessment is computer-based and is offered by ETS at “Prometric” testing sites or through a proctored on-line at-home or at a secure location testing option.

This is the link to the ETS Parapro Prometric option for taking the test at home or at a secure location: [https://www.ets.org/parapro/register/at\\_home\\_testing](https://www.ets.org/parapro/register/at_home_testing)

ETS has offered current iBT centers located at district and ESC administration offices the option to continue offering the ETS Parapro test at these sites but through the “Prometric” testing option – current iBT site administrators would need to apply to ETS to be recognized as a Prometric testing site. iBT site administrators may submit a request by clicking here, [please submit your request](#) and follow the prompts at the bottom of the page under the heading “Further Assistance”. For the prompt “I am a” select “Become a Test Center” option. For the prompt “I want to” select “Become a Test Center (Prometric)” option. Click on Continue. Next, complete and submit the application. A Prometric representative will review each application and follow-up using the contact information submitted.

### **Ohio Educational Aide Permit**

The Ohio Department of Education issues educational aide permits to individuals with high school diplomas or the equivalent who are deemed to be of good moral character and have recommendations from their employing school districts in accordance with Chapter 3301-25 of the Ohio Administrative Code. Educational aides must work with learners under the supervision of fully licensed educators.

The Department issues educational aide permits as defined above for instructional and non-instructional aides in Ohio. However, any paraprofessionals with instructional duties in targeted assistance or schoolwide Title I buildings must also be properly certified by meeting the additional requirements of Ohio Revised Code Section 3319.074. The term “ESEA Qualified” may be added to the educational aide permit for individuals who have successfully passed the ParaPro Assessment, have earned an associate’s degree (or

higher) from an accredited institution of higher education; or have at least two years of study at an accredited institution of higher education.

## Roles and Responsibilities

Districts must report state certification and licensure status annually and keep records to verify teachers and paraprofessionals are properly certified and licensed. Roles for each stakeholder to ensure this reporting and data collection is accurate are described below.

### Ohio Department of Education

- Provide schools with the materials and support needed to complete the state certification and licensure identification process
- Monitor the percentage of courses taught by properly certified teachers

### School Administration

- Gather evidence of certification and/or licensure at the time of hire and placement of teachers and paraprofessionals
- Align licensure with teaching assignment
- Submit the required reporting materials to the EMIS coordinator
- Review the ESSA State Licensure Assurance Report found in EMIS to ensure that the reported data accurately reflects what is occurring in the building
- Maintain verification of proper certification at the building level

**Note:** *Federal law requires a non-properly certified letter be sent to the caregivers of students receiving instruction from a teacher who is working in a program supported with Title 1 funds BUT does not meet proper certification requirements (appropriate license for the assignment) AND has been teaching in the assignment for 4 or more consecutive weeks. District should contact their ODE Federal Programs point of contact with questions.*

### Paraprofessionals

- Provide evidence of meeting the requirements for proper certification (see Form F for guidance)
  1. For a schoolwide program receiving Title I funds, the requirements apply to all paraprofessionals in that school.
  2. For a program that is not schoolwide (i.e., targeted assistance), the requirements apply to all paraprofessionals being paid with Title I funds

## ESSA State Licensure Assurance Report

The ESSA State Licensure Assurance Report assists districts and schools as they work to meet the federal educator qualification requirements in the Every Student Succeeds Act (ESSA). *The report displays all core academic courses and whether the staff member assigned has the valid credentials to teach the course.* EMIS coordinators and

principals have access to this report following the first submission to the Initial Staff/Course Collection. Principals and appropriate staff should review the report to verify the information and correct any coding errors that yield a misrepresentation of current staffing within the building. Corrections cannot be made once the Initial Staff/Course Collection is closed.

### **Process for Verification and Assurance**

- 1) Principals should pull the final ESSA State Licensure Assurance Report after the window closes for the Initial Staff/Course Collection each school year.
- 2) Principals and appropriate staff should review the report to verify the information.
- 3) School administrators verify proper certification by signing in the signature block at the end of the report.
- 4) This verification should be maintained on file in the building and at the school district office.
- 5) For tutors in Title I schools or working in Title I programs, licensure documentation and assignment data should be maintained on file at the building and at the school district office.
- 6) For paraprofessionals in Title I schools or working in Title I programs, licensure documentation and assignment data should be maintained on file at the building and at the school district office.



# Appendices

The following appendices provide guidance and instructions for gathering required data on teachers and paraprofessionals.

**Appendix A** includes links to the following resources and instructions for using to assist EMIS coordinators as they ensure teachers are properly licensed to perform the duties of their teaching assignment.

- **Teacher Licensure Course Status Search Tool**  
The [Teacher Licensure Course Status Search Tool](#) identifies both the certification areas and the licensure areas required for teaching specific courses.
- **EMIS Manual: Subject Codes**  
The [EMIS Manual: Subject Codes 4.7](#) provides the subject code numbers to be used for reporting this information in EMIS.
- **EMIS Manual: Student Population**  
The [EMIS Manual: Course Master Record “Student Population Element” 4.2](#) provides valid options to be used for reporting this information in EMIS.

**Appendix B** provides guidance for verifying paraprofessionals have the necessary credentials for their job assignment.

## Appendix A: Proper Certification Tools

Ensuring teachers are properly licensed for the teaching assignment is critical to providing high quality education for all Ohio's students. Below are tools that can help administrators ensure teachers are properly certified and licensed for their teaching assignment.

**The EMIS Manual:** Provides the EMIS code for a specific course.

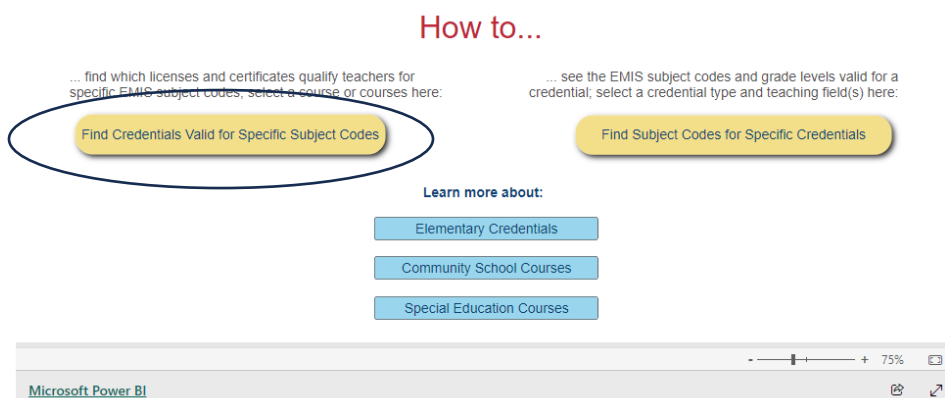
Identify the 'Subject Code' using the EMIS Manual Subject Codes. Open the link [EMIS Manual Subject Codes](#) to open the manual. Locate the subject area using the table of contents. Once on the page for the subject area, identify the course within the table that matches the course being taught. The EMIS Subject Code is found on the left side (see example below).

Subject Code	Description	Suggested Subject Area for Credit	Core Subject Area (for proper cert)
050500	<b>Speech</b> This course covers subject matter and experiences in speech. A wide spectrum of studies and activities from the scientific (voice science) through the humanistic (rhetoric) will be taught. Behavioral sciences (group dynamics) as well as the artistic (oral interpretation of literature) will also be taught.	ENG	English

**Teacher Licensure Course Status Search Tool:** Designed to assist districts in implementing the requirements that PreK – 12 educators are assigned to classes they are validly credentialed to teach. This search tool identifies the credentials required for teaching specific courses. Teachers are to hold one of the credentials identified in the search results for each course they teach.

There are two pathways to assist in determining whether a teacher meets properly certified or licensed requirements for their teaching assignment.

The first pathway is based on knowing the subject code of a course.



First, select the "Find Credentials Valid for Specific Subject Codes" button.

Clear All Selections

Choose 1 or More Subject Codes

- ☐ MUSIC (12xxxx)
- ☒ Other Course (30xxxx)
- ☒ Physical Education (08xxxx)
  - ☐ 080300 - Physical Education
  - ☐ 080405 - Lifetime Sports
  - ☐ 080505 - Adapted Physical Education
  - ☐ 080900 - Outdoor Physical Education
  - ☐ 080999 - Other Physical Education Course
- ☐ ROTC Military Science (220001)
- ☒ Science (13xxxx)
  - ☒ 130301 - Chemistry
  - ☐ 130302 - Physics
  - ☐ 131050 - Human Anatomy and Physiology
  - ☐ 132110 - Science (K-3)
  - ☐ 132120 - Science (4-6)
  - ☐ 132430 - Science (7-8)

Once the course is selected, the right side of the table will populate with all of the credentials that are appropriate.

## How to...

... find which licenses and certificates qualify teachers for specific EMIS subject codes; select a course or courses here:

Find Credentials Valid for Specific Subject Codes

... see the EMIS subject codes and grade levels valid for a credential; select a credential type and teaching field(s) here:

Find Subject Codes for Specific Credentials

Learn more about:

- Elementary Credentials
- Community School Courses
- Special Education Courses

Microsoft Power BI

Next, find and select the credential type first and then a teaching field. This will then populate the subject codes and grade levels the teacher can be assigned.

## Appendix B: Reporting Properly Certified Paraprofessionals

### Principal's Recording Sheet for Instructional Paraprofessionals School Year 2024-2025

District:		District IRN:	
Building:		Building IRN:	
Principal Name:			

#### Directions:

Indicate for each instructional paraprofessional whether he or she meets the designation of "properly certified." Please provide a copy of the completed recording sheet to your district EMIS coordinator or the individual who does the EMIS reporting for your district during Initial Staff/Course Collection.

**N** = Does not meet Properly Certified Paraprofessional Requirement

**Y** = Does meet Properly Certified Paraprofessional Requirement

Paraprofessional's Name (Please print name)	ID No. (State ID)	Does the paraprofessional meet the properly certified designation? (Circle One)
		N      Y
		N      Y
		N      Y
		N      Y
		N      Y
		N      Y
		N      Y
		N      Y
		N      Y
		N      Y

**Building administrators should keep this form on file and forward a copy to the EMIS coordinator for reporting compliance.**

**NOTE:** If a paraprofessional's status changes at any point before the final "Initial Staff/Course Collection" EMIS submission, a district administrator can complete this form again and send a copy to the EMIS coordinator to update the information reported to the Ohio Department of Education. **(Photocopy this sheet if additional lines are needed.)**



## Form F: Instructional Paraprofessionals

To ensure that districts and schools have state licensed and qualified instructional staff, ESSA and ORC statutes have specific provisions for paraprofessionals who have instructional duties. Paraprofessionals must hold the Educational Aide Permit and meet **one of three criteria** to be qualified:

1. Complete at least two years of study at an institution of higher education (defined as 48 semester or 72 quarter hours as verified by a college transcript from an accredited institution of higher education); **OR**
2. Obtain an associate (or higher) degree from an accredited institution of higher education; **OR**
3. Successfully pass the ParaPro assessment, which measures knowledge of and ability to assist in readiness and instruction of reading, writing and mathematics.

<b>Section 1: Do you hold an Educational Aide Permit?</b>	[ ] Yes [ ] No
If you answered "No" to Section 1, skip to Section 3 and mark No to indicate you do not meet the requirement for this assignment. If you answered Yes to Section 1, continue to section 2.	
<b>Section 2. Indicate how you have qualified for an Educational Aide Permit. Check all that apply. Only one "yes" is required:</b>	
Two (2) years of study completed at an Institution of Higher Education (48 Semester or 72 Quarter Hours)	[ ] Yes [ ] No
An Associate (or higher) Degree earned from an Accredited Institution of Higher Education	[ ] Yes [ ] No
A passing score earned on the ParaPro assessment	[ ] Yes [ ] No
<b>Section 3: Did you meet the requirements to be a properly certified paraprofessional as specified in BOTH Sections 1 and 2?</b>	[ ] Yes [ ] No

Please sign and submit a copy of this form to your building administrator. Building administrators should use this form for reporting compliance with ESSA and ORC through the EMIS coordinator and should keep this form on file for each instructional paraprofessional within the building.

<b>Name (please print)</b>	<b>Signature</b>	<b>Date</b>