

Alternative Administrative Specialist Advance to Professional License Verification

The Alternative license holder shall submit this completed form and official university transcripts with the online application to advance to the professional license.

Alternative License Holder Name		Educator State ID
<p>The Alternative Administrative Specialist license holder has successfully worked under the Alternative license for four school years and completed all remaining requirements for the professional license, as indicated below. The Alternative license holder provided documentation to the employing school or district verifying completion of required clock hours, mentoring program, classroom observation (if required) and exam score.</p> <p>Completion of a three-semester hour course in school law and a three-semester hour course in school finance through an accredited college or university (required for candidates who were issued the Alternative license on or after Sept. 9, 2021)</p> <p>Participation in a structured mentoring program (provided by the employing school or district and aligned to the personal learning plan)</p> <p>Passed the Ohio Assessments for Educators (OAE) Educational Leadership Exam (#015)</p> <p>Completion of observation of classroom instruction across grade levels and subject areas within the school district (for individuals who do not have two years of teaching experience under a standard or alternative teaching license, permanent non-tax certificate or two years of experience under a professional pupil services license only)</p> <p>CANDIDATES WHO STARTED THE ALTERNATIVE PATHWAY WITH A BACHELOR'S DEGREE ONLY - The Alternative license holder has completed a master's degree in education administration through an accredited university AND participated in a structured mentoring program consisting of 50 clock hours during the second two-year alternative licensure period.</p> <p>CANDIDATES WHO STARTED THE ALTERNATIVE PATHWAY WITH A MASTER'S DEGREE - The Alternative license holder has completed an additional six semester hours of coursework from an accredited university OR 90 clock hours of professional development based on the personal learning plan during the second two-year alternative licensure period.</p>		
<p>By signing this form, I verify the Alternative license holder has met all requirements to advance to the Professional license.</p>		
Signature of Superintendent and Date	Superintendent Name	Educator State ID
Assigned Mentor Signature and Date	Assigned Mentor Name	Educator State ID