

Correction Evaluation Application: Alternative Administrator

Correction Fee: \$20. This fee includes the corrected evaluation of coursework and exam requirements you have completed to advance your issued alternative license. It also includes the correction to the coursework and exam limitations listed on your license. You must submit a check or money order payable to "Treasurer, State of Ohio" with your completed application (we do not accept cash).

You must hold an Ohio alternative administrator license to request this evaluation. Check the alternative license for which you are requesting the evaluation:

Principal	Administrative Specialist	Superintendent
First Name:		Last Name:
Educator State ID:		Birthdate:
Street Address:		
City, State, Zip Code:		
Primary Phone Number:		Email:
Other names that may appear on official transcripts (example: maiden name):		

You must hold an Ohio Alternative Administrator license (Principal, Administrative Specialist or Superintendent) to request this evaluation. Please indicate the requirement(s) to include in your evaluation below.

TRANSCRIPTS. Submit all original, official transcripts reflecting completed coursework requirements with this completed form. Photocopies will not be accepted. Transfer credits must be verified on transcripts from the originating institution. Please do not resubmit transcripts already on file (login to your OHID account for verification of previously submitted transcripts). NOTE: You may upload your official transcripts per system instructions to your OHID account (under *My Documents* from your CORE Dashboard) instead of mailing them to the Department of Education.

Please indicate the university transcript(s) our office should review:

EXAM. Indicate the date you took the Ohio Assessment for Educators (OAE) 015 Educational Leadership exam.

Signature of Applicant:	Date:
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Submit this completed form, official transcripts and check or money or to: Office of Educator Licensure; 25 S. Front Street, Mail Stop 504; Columbus, OH 43215.