

Correction Evaluation Application: Alternative Resident Educator License

Correction Fee: \$20. This fee includes the corrected evaluation of coursework and exam requirements you have completed to advance your issued Alternative Resident Educator 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). This form must be completed correctly and submitted with required documents and fee to avoid delays in processing your evaluation.

You must hold an Ohio Alternative Resident Educator license 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:

PROFESSIONAL DEVELOPMENT INSTITUTE (PDI). Upload the certificate of completion to your OHID account under *My Documents* from your CORE Dashboard.

EXAM. Indicate the date you took the Ohio Assessment for Educators (OAE) 004 Assessment of Professional Knowledge.

Educator State ID:

Birthdate:

First Name:

Last Name:

Street Address:

City, State, Zip Code:

Primary Phone:

Email:

Other names that may appear on official transcripts (example: maiden):

PLEASE VERIFY YOUR PERSONAL INFORMATION IS UP TO DATE IN YOUR EDUCATOR PROFILE (LOG IN TO YOUR OHID ACCOUNT FOR VERIFICATION).

Signature of Applicant:

Date:

Print and mail completed form, official transcripts and check or money order to: Office of Educator Licensure 25 S. Front St., Mail Stop 504, Columbus, OH 43215.