

Alternative Administrator Evaluation Application – Initial Licensure

Evaluation Fee: \$50. Please make your check or money order payable to “Treasurer, State of Ohio.” We do not accept cash. Submit completed form and required documents to the Office of Educator Licensure to determine your eligibility for the Alternative licensure pathway. You may request an evaluation for only one license per evaluation application. Please submit an additional completed evaluation and fee if you are requesting evaluations for multiple licenses.

Check the alternative license for which you are requesting the evaluation: Please select only one:

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

SUBMIT THE FOLLOWING WITH THIS COMPLETED FORM:

TRANSCRIPTS - Your original, official university transcripts reflecting your completed degree program(s), confer date of each degree and cumulative grade point average (GPA) are required.

- Alternative Principal and Administrative Specialist candidates must have a minimum of a bachelor’s degree from an accredited college or university and a cumulative undergraduate or graduate GPA of 3.0 on a 4.0 scale.
- Alternative Superintendent candidates must have a minimum of a master’s degree from an accredited college or university and a cumulative graduate GPA of 3.0 on a 4.0 scale.

WORK EXPERIENCE VERIFICATION - A letter, on employer letterhead, signed and dated by your employer verifying your successful work experience is required. Do not submit third party verification.

- Alternative Principal candidates must have two or more years of successful teaching experience under a standard or alternative teaching license or permanent non-tax certificate, or two years of successful experience under a professional pupil services license, or five years of successful experience in administration, education, or management.
- Alternative Administrative Specialist and Superintendent candidates must have five or more years of successful work experience in teaching, administration, education, or management.

Signature of Applicant:

Date:

Submit this completed form, check or money order and required documents to:
Office of Educator Licensure; 25 S. Front Street, Mail Stop 504; Columbus, OH 43215.