

Checklist for Advancing a Supplemental License

This checklist is a resource for educators applying to advance an Ohio Supplemental Teaching License to a Professional or Resident Educator License. Additional information is available on the Ohio Department of Education's [Supplemental License webpage](#).

The educator must complete either an [approved educator preparation program](#) through an [accredited university](#) (Option A) OR request an evaluation from the Department to determine the exams and coursework required to advance to the standard license (Option B). **All eligibility requirements for Option A or B must be met before applying for the standard license.**

Option A:

APPROVED EDUCATOR PREPARATION PROGRAM

If you are completing a [traditional educator preparation program](#), please contact the university for information regarding coursework and exam requirements. You must meet all university program requirements and pass any additional licensure exams before applying for the standard teaching license or endorsement. **If you are completing an educator preparation program through an out-of-state university, please see the Department's [Out-of-State Licensure webpage](#) for additional documents to submit with your online application.**

Option B:

OHIO DEPARTMENT OF EDUCATION EVALUATION

Step 1: Request an evaluation (after initial supplemental license is issued). The evaluation application form is under Option B on the respective [Supplemental License webpage](#). Follow the instructions for submitting the evaluation request found on the form.

Step 2: Complete all additional coursework and exam requirements as listed on your evaluation from the Department.

Step 3: Complete two years of mentored teaching under the supplemental license. The employing school district must assign a mentor to you while you teach under the supplemental license. The assigned mentor shall be an experienced teacher who currently holds a standard teaching license in the same or related content area as the supplemental license.

Step 4: Prepare documents to submit with online application.

- **TRANSCRIPTS.** You may scan and upload your original, official university transcripts reflecting your completed coursework requirements per system directions to your OHID account or mail them to the Office of Educator Licensure. Please see the respective [Supplemental License webpage](#) for instructions regarding transcripts.
- **WORK EXPERIENCE.** Educators must provide verification from the employing school or district of successful completion of a minimum of two full school years of mentored teaching in the licensure area while holding the supplemental license for that area. Educators must submit a letter, on district letterhead, signed and dated by the superintendent of schools or the human resources director verifying dates of full-time employment, teaching assignments and grade levels for each year of employment under the supplemental license.

COMPLETE AND SUBMIT THE ONLINE APPLICATION

Upon completion of all remaining requirements, either through the university or per the Department evaluation, you may apply for the standard license through your OHID account.

- Access your [OHID account](#) (you will need to [create an OHID account](#) if you do not already have one).
- Click Educator Licensure and Records (CORE).
- Complete and submit the online application for the NEW Resident Educator or Professional license or to add the endorsement to your existing license from your CORE Dashboard.
- See the [CORE User Manual](#) for complete instructions.