

Initial Supplemental License Checklist

Educators who hold an active, standard Ohio teaching license and need an additional licensure area for employment in an Ohio school or district should consider the Ohio Supplemental Licensure pathway. Educators working under a supplemental teaching license are properly certified in the supplemental licensure area while completing this pathway. This checklist is a resource for educators applying for an Ohio Supplemental Teaching License. Additional information is available on the Ohio Department of Education's [Supplemental License webpage](#).

YOU MUST HOLD AN ACTIVE, STANDARD OHIO TEACHING CERTIFICATE OR LICENSE TO BEGIN THIS LICENSURE PATHWAY.

Step 1

MEET EXAM REQUIREMENT

You must pass the [content assessment required for the supplemental licensure area](#).

- See the [Pearson Education website](#) for Ohio Assessments for Educators (OAE) exam information and registration.
- See the [Language Testing International \(LTI\) website](#) for American Council on Teaching of Foreign Languages (ACTFL) world language exam information and registration.

Step 2

MEET EMPLOYMENT REQUIREMENT

You must be employed in a teaching position requiring the supplemental licensure area in an Ohio school or district. Notify the employing school or district and request the employer's IRN to use in the online application. The organization's e-signer must approve your license application. Record the IRN for use with the online application here:

Step 3

COMPLETE AND SUBMIT THE ONLINE APPLICATION

- Access your [OH|ID account](#) (you will need to [create an OH|ID account](#) if you do not already have one).
- Click Educator Licensure and Records (CORE).
- Complete and submit the online Supplemental Teaching License – 1-Year application from your CORE Dashboard. For an Endorsement, please select the base license type you currently hold from the Credential drop-down (1-Year Supplemental Adolescence to Young Adult 7-12 License, for example). If you are applying for an Endorsement area (TESOL PreK-12, for example) you will be able to select it after choosing the base license type in the supplemental application.
- See the [CORE User Manual](#) for complete instructions.

PLEASE NOTE: You must complete either an [approved educator preparation program](#) through an [accredited university](#) OR request an evaluation from the Department to determine the exams and coursework required to advance to the standard teaching license. All eligibility requirements for either option must be met before applying for the standard license. Please see the [Checklist for Advancing a Supplemental License](#) for additional steps.

