

**CERTIFICATION INFORMATION ON  
ADVANCING FROM AN ALTERNATIVE EDUCATOR LICENSE  
TO A 2-YEAR PROVISIONAL LICENSE**

The following are the requirements:

- \_\_\_\_\_ 2 years successful teaching under the license with a mentor. Final Report for each year must be filed with the Archdiocesan Coordinator.
  
- \_\_\_\_\_ 12 semester hours of education coursework – Official transcripts of these 12 hours must accompany the application. Transcripts will not be returned. A permanent electronic copy will be maintained at ODE.
  
- \_\_\_\_\_ Completion of the Praxis II Test: Principals of Learning and Teaching  
The results must be sent electronically from ETS to ODE.
  
- \_\_\_\_\_ Alternative Educator License application and \$80 check to Treasurer, State of Ohio.  
Download the Alternative Educator License application:  
<http://www.ode.state.oh.us/GD/DocumentManagement/DocumentDownload.aspx?DocumentID=62399>

See application for information on background checks. Under the requirements of House Bill 1 passed in 2009, applicants for Ohio licensure must establish whether they have lived continuously in Ohio for the past five years. The answer to this residency question will determine what background checks (BCI and/or FBI) applicants must complete. Archdiocesan fingerprint locations are found on the web at: [http://www.catholiccincinnati.org/index.php?option=com\\_content&task=view&id=420&Itemid=976](http://www.catholiccincinnati.org/index.php?option=com_content&task=view&id=420&Itemid=976)  
You must tell the fingerprint operator that you are a teacher applying for certification and you need the results to go electronically to Teacher Certification (ODE). ODE will not take a paper copy of the results. To check the date on your background check: <https://webapp2.ode.state.oh.us/portal/Default.asp>  
Use your driver's license to sign up for a SAFE account; Click on Educator Profile; Use your Educator ID which is on your teaching license. It has 2 letters followed by 7 numbers.

The application, transcripts, and check must be sent to the Archdiocesan Coordinator at the Catholic School Office (see the address below). The Archdiocesan Coordinator will enclose a letter verifying the 2 years of successful teaching under the alternative license and forward the application to ODE.

If you have any questions, please do not hesitate to contact me.

Cathy Bever  
Archdiocesan Coordinator  
Catholic School Office  
100 E. 8<sup>th</sup> Street  
Cincinnati, OH 45202  
513-421-3131 Ext. 2720  
1-800-686-2724 Ext. 2720  
[CBever@CatholicCincinnati.org](mailto:CBever@CatholicCincinnati.org)

## Ohio Alternative Routes to Licensure

Type of Credential	Content/Subject Area Coursework Needed	Tests Required Before Licensure	Additional Coursework Needed Before Entering the Classroom	Validity Period	Requirements to be Completed while Teaching
Conditional Teaching Permit	15 semester hours in the content/subject for license area sought	Praxis I Basic skills test	Six semester hours of additional coursework* completed within the past five years must be in one or more of the following areas: teaching content area, characteristics of student learning, diversity of learners, planning instruction, instructional strategies, communication, learning environments, assessment, and/or student support	One year non-renewable	Applicant must successfully complete an additional three semester hours of coursework* in teaching or content area, while employed under the one-year conditional teaching permit; 1-15 semester hours of additional content area coursework (30 total semester hours are necessary before advancing to the next license). (Leads to eligibility for the Alternative Educator License)
Alternative Educator License	30 semester hours in the content/subject* for license area sought, or five years of paid work experience ( <u>Integrated</u> social studies, science and language arts requires 60 semester hours of content /subject courses.)	Praxis II Subject area exam for license area sought, if applicable  (Can be delayed for <u>Intervention Specialist</u> until the end of 2-year AEL period, if desired)	Six semester hours of professional education coursework* within the past five years from a college or university approved to prepare teachers, as follows: <ul style="list-style-type: none"> <li>• three hours in teaching methods, including field experience, and</li> <li>• three hours in developmental characteristics of the adolescent through young adult student</li> </ul>	Two years non-renewable	Applicant must successfully complete at least 12 additional semester hours of coursework* while employed in this two-year period in: the principles and practices of teaching, student development and learning, pupil assessment procedures, curriculum development, classroom management, and teaching methodology. Applicant must participate in the district's mentoring program for alternatively licensed educators. (Leads to eligibility for the Two-Year Provisional License)
Two-Year Provisional License		Praxis II Principles of Learning and Teaching		Two years	Applicant must complete a program of support, including mentoring, as well as the performance-based assessment. The formal program of support is provided by the employing school district and is congruent with the performance-based assessment. (Completion of the formal program of support and the passage of the performance-based assessment leads to eligibility for the Five-Year Professional License)
Five-Year Professional License		Praxis III Performance-based Assessment		Five Years	6 semester hours of coursework related to classroom teaching and/or the area of licensure, or 18 CEUs or other equivalent activities as approved by the LPDC of the employing district or school. (Leads to eligibility to renew the Five-Year Professional License)

\* Courses must equate to a GPA of 2.5 on a scale of 4.0.