

University of Dayton - School of Education and Allied Professions
Principal, CIPD, Superintendent and School Counseling Initial License Application Information

1. **Application form can be found in the ODE website:** <http://www.ode.state.oh.us/> or Google “Ohio Department of Education”, click ‘Educator Licensure Applications’, then click in the “**Initial Ohio Teaching License Application – In State**”.
2. **Application Fee:** Fees are noted on the ODE application. Check or money order: ‘**Treasurer, State of Ohio**’.
3. **Praxis Score(s):** Applicants must enclose a copy of the Praxis II test score(s).

School Counselor:

Applicants for the school counselor license without a minimum of two years teaching experience, under a standard teaching certificate/license, apply for the initial two-year provisional license.

Applicants with a minimum of two years teaching experience under a standard teaching certificate/license should apply for the initial five-year professional license. All five-year license applicants must provide a verification of employment letter from the applicant’s school district personnel office.

Applications cannot be processed without this letter.

School Principal:

The principal license is an initial two-year provisional license.

Applicants must have a minimum of two years teaching experience under a standard teaching certificate/license in the grade level(s) of the license requested.

Applicants qualify for the principal license based on a minimum of two years teaching experience under a standard teaching certificate/license at the following levels: PK- 6 for an early childhood license (type 280100), grades 4-9 for a middle school license (type 280200), and grades 5-12 for a high school license (type 280300). Some applicants will qualify for more than one level. (For example: teaching 5th and/or 6th grade for a minimum of two years qualifies for all three license levels.)

A verification of employment letter (grade level(s)/number of years) from the applicant’s school district personnel office is required.

Applications cannot be processed without this letter.

Curriculum, Instruction, & Professional Development:

The CIPD license is an initial five-year professional license.

Applicants must have a minimum of two years teaching experience under a standard teaching certificate/license.

A verification of employment letter (grade level(s)/number of years) from the applicant’s school district personnel office is required.

Applications cannot be processed without this letter.

Superintendent License:

The superintendent license is an initial five-year professional license.

Applicants for a superintendent license must have a minimum of three years administrative experience under a standard administrative certificate/license.

A verification of employment letter from the applicant’s school district personnel office is required.

Applications cannot be processed without this letter.

(A copy of the Praxis II score report is not required for the superintendent license.)

4. **Fingerprints (OH/FBI):** Applicants must have a valid Ohio/FBI background check on file at state. Background checks are valid for one calendar year. The University of Dayton does not require a copy of the background check verification form(s).

Submit all application documents to the SOEAP Graduate Program Advisor: Gina Seiter, University of Dayton, School of Education and Allied Professions: Office of the Dean, 300 College Park, Dayton, Ohio 45469-0510

ODE does not accept license applications directly from applicants.