

## Policy on Time Limits for Application for Educator Licensure/Endorsement

November 27, 2018

**Summary:** The following policy provides a process for the college to ensure that candidates who apply for an ODE license/endorsement more than two years after the completion of a licensure/endorsement program have met all Ohio requirements in effect at the time of a program. In addition, the policy sets a maximum allowable time limit for candidates within which candidates can apply for licensure after completion of a licensure program.

**Rationale:** A time limit placed on applying for licensure after completion of a licensure program is both realistic and responsible, for three reasons. First, state licensure requirements are continually changing. Second, knowledge and skills acquired in course work is not permanent. Finally, content in courses change as the field of education evolves.

The Chancellor of the Ohio Department of Higher Education authorizes universities to endorse licensure applications for candidates who satisfy program requirements. A condition of this authority is that the ODHE requires universities to have a process to ensure that applicants for licensure meet all current state licensing requirements (O.A.C. 3333-1-05). Since the state routinely modifies or adds requirements, it is impossible to verify meeting requirements simply due to completion of an academic program.

In addition to verifying that candidates meet current requirements, knowledge and skills derived from course work is not permanent. Knowledge changes and skills not practiced may fade. Teachers with active professional licenses are required to renew their license every five years, during which time they are required to complete additional graduate courses or continuing education units to keep their knowledge and skills current.

Finally, knowledge and skills presented to candidates in courses reflects state-of-the-art knowledge about teaching, but as that knowledge changes, so does the content of our licensure courses. This policy is also commensurate with related policies in our Graduate College, which acknowledge six years as a reasonable amount of time to consider course work to be current. The Graduate College policy allows six years from matriculation in a graduate program to complete the program. Graduate students are allowed to petition for extensions of up to 10 years with a departmental petition. For these reasons, this policy attempts to identify a reasonable time limit within which candidates must apply for a license before being required to re-take courses.

In establishing this policy, we referred to similar policies at public and private institutions across the state. These policies were solicited by a group of state licensure coordinators. Of 9 universities who responded, all indicated that they required candidates to adhere to current standards. Three explicitly set time limits of 6 years before completers would have to take additional courses.

## Policy on Time Limits for Application of Educator Licensure/Endorsement

Completers of programs that lead to licensure or endorsement through the Ohio Department of Education completers are strongly encouraged to apply for a teaching license at the time they graduate or complete final program requirements to ensure that they satisfy all current ODE requirements. Completers who do not apply at the time of completion will be required to meet licensure requirements at the time of application. If a licensure candidate does NOT apply for a teaching license at the time they graduate or complete the final requirements, they must adhere to the guidelines set here.

<b>License Application Submission following Program Completion</b>	<b>Student is required to...</b>	<b>ESSC will ...</b>
<2 years	Satisfy all ODE requirements in effect, which may include taking new or different licensure tests	Verify that all ODE requirements at the time of licensure approval are met
2 to <6 years	<p>Complete "Delayed Application for Educator Credential After Program Completion" to verify satisfaction of all ODE requirements and CSU requirements in effect.</p> <p>Take additional licensure tests or course work if determined to be required by ESSC.</p>	Verify that all ODE requirements at the time of licensure approval are met
6 – 10 years	<p>Complete "Delayed Application for Educator Credential After Program Completion" to verify satisfaction of all ODE requirements and CSU requirements in effect.</p> <p>Take additional licensure tests if determined to be required by ESSC.</p> <p>Complete <u>at least 9 credits</u> at the undergraduate or graduate level, in content identified by program faculty and reflecting changes in the field or updated state requirements since the time of program completion.</p> <p>Petition may be submitted with evidence of relevant professional experience or relevant courses taken since program completion.</p>	<p>Complete intake assessment against current checklist to determine whether additional courses are needed to meet current Ohio and CSU requirements.</p> <p>Consult program faculty to identify appropriate additional course work required.</p>
> 10 years	<p>Take <u>at least 15 credits</u> at the undergraduate or graduate level, including at least one field-based course, in content identified by program faculty and reflecting changes in the field or updated state requirements since the time of program completion.</p> <p>Petition may be submitted with evidence of relevant professional experience or relevant courses taken since program completion.</p>	<p>Advise candidates on completing courses under the current licensure program requirements.</p> <p>Consult program faculty to identify course work to take (or re-take).</p>