

OHIO LICENSE

In this packet you will find materials that must be completed and returned to the Vacca Office of Student Services in 304 White Hall in order for your licensure application to be approved and processed.

Name: _____ Banner ID: _____

Phone: _____ Email: _____

*Graduation/Completion Date: _____

* **Please note:** Applications are processed at the end of each semester. In Summer, the applications are processed after Summer III ends. If your courses are completed prior to Summer III, please call (330) 672-2862 and speak with an advisor to request to your license be processed once grades are posted.

Area(s) Of Licensure for Which You Are Apply: _____

CHECKLIST: All items below must be attached before submitting your application for review. Failure to include all required documentation **will cause a delay in the application process.**

All Applicants:

OFFICE USE ONLY: _____ Degree/Coursework _____ PLT _____ SP. TEST _____ SP. TEST

- _____ 1. Completed licensure application
- _____ 2. Check or money order (application fee), made payable to **Treasurer, State of Ohio** (Check should be post-dated to your graduation date or program completion date).
 - initial 2 year license \$80.00
 - initial 5 year license \$200.00
 - adding a teaching field \$20.00
- _____ 4. PRAXIS II (although you may have had the scores sent to Kent State University, please attach a copy of your scores to expedite the licensure process)

Graduate Non-Degree, Post-Undergraduate and Those Adding a Teaching Field:

- _____ 1. Copy of prospectus or requirement sheet (not a transcript) of your licensure requirements. **Failure to include documentation will cause a delay in the application process.**
- _____ 2. Photocopy of existing Ohio certificate(s) that you hold, if applicable.

Return completed materials and this cover sheet to:

**304 White Hall
Vacca Office of Student Services
Kent State University
Kent, OH 44242
(330) 672-2862**

<p><u>Please note:</u> All applicants, regardless of type of licensure (initial, renewing, adding a teaching field) are REQUIRED to be fingerprinted (both BCII and FBI) at the time of application if they have not been fingerprinted in the past year.</p>
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