**PROCEDURES FOR OBTAINING STATE OF OHIO PUPIL SERVICES LICENSURE FOR SPEECH-LANGUAGE PATHOLOGY**

**First Semester of Graduate School**

1.     Attend the meeting detailing procedures for licensure that is held during graduate student orientation. (If you miss the meeting, contact the graduate coordinator and/or department chair to schedule a time to go over what you missed.) The department will email you a blank form with instructions to fill out that verifies your undergraduate experience (a copy of the form is available in the Appendix); fill this out and email back. This form will require that you review your transcripts; if equivalents for all requirements are not available, you will need to take those during your graduate program to qualify for school licensure. Students typically need between 1 and 2 extra classes that are not required for the degree but are needed for pupil services licensure for SLP in Ohio.

     If you are uncertain regarding your courses, set up an individual meeting with the chair. Be ready to provide catalog course descriptions and/or syllabi from the courses that you are requesting to be substituted. The chair will let you know whether he or she approves your substitution request and what, if any, additional courses you need.

2.     Inform the clinic director that you will be seeking school licensure. She needs to know when you will be taking any courses related to school licensure so that clinical assignments will not conflict with those courses. The clinic director will also determine when and where you will be assigned a school practicum placement. This placement is usually during the fourth or fifth semester. The clinic director will also need to know if you later decide not to seek school licensure. All of your decisions impact on your clinical placement as well as the placement of your peers.

**Third Semester of Graduate School**

1.     A fingerprint/background check (FBC) is required for those seeking school licensure. These are only valid for 12 months, so if you do it earlier than one year prior to applying for pupil services licensure, you’ll need to re-do it. Therefore, you are advised to initiate the procedure **no earlier than one year prior to the completion of your licensure program**. The fee for the FBC will be either $15.00 (if you have lived continuously in the State of Ohio for the past five years) or $24.00 (if you have not lived continuously in the State of Ohio for the past five years). If you have not lived in the State of Ohio for the last five years, you must also complete an FBI record check. The details for the FBC requirement are found in the Fingerprinting guidelines.

**Fifth Semester of Graduate School**

1. Towards the end of the fifth semester or shortly thereafter, complete an online application for Ohio licensure as an SLP.
2. If you have not already mailed the Schools Checklist to the chair, do so now—it will speed things up once you complete the schools application after you graduate.

**After Graduation**

1. Complete an online application for pupil services licensure as an SLP on the Ohio Dept. of Education website. See below for guidelines.
   1. NOTE: Your official transcripts won’t be ready until 4 to 6 weeks after graduation, and these are needed for the Ohio DOE application for pupil services licensure. This is why you can’t apply for school licensure at the same time you apply for the OH SLP conditional licensure.
2. E-mail a screenshot of your Ohio conditional license (a screenshot showing it was approved is ok, or a scan of the actual license if you have it) to the department chair.
3. NOTE: If you are some time out from graduating at the time you do this, be aware that you must apply within 5 years to have BGSU process your application. Also be aware that if you apply under a married name and your original name is not listed as well, we may be confused who you are. Janet Hammersmith routinely sends an email telling you to contact the department to let them know you are applying and at that time you can inform us of your name change.
4. The chair will double-check that you qualify by looking at your records. If all is complete, the chair signs the Schools Checklist and emails it to Janet Hammersmith, who then goes on to approve your application.

**Please note that it is your responsibility to make sure that all of the steps have been completed appropriately and in the correct time frame to secure school licensure.**

**ONLINCE LICENSURE APPLICATION GUIDANCE FROM COLLEGE OF EDUCATION & HUMAN SERVICES**

**Janet Hammersmith,** [**bgsuedulic@bgsu.edu**](mailto:bgsuedulic@bgsu.edu)

***ONLINE Licensure application procedures***

*This information may change slightly from year-to-year due to updates on the ODE website, but this is a good “starting point” for how to apply for your teaching license online.*

*To get started, click on this link to create your SAFE account through the Ohio Dept. of Education:*

[*http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Apply-for-Certificate-License*](http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Apply-for-Certificate-License)

*Follow the screen directions to create the SAFE account. Click SIGN UP. You will need a driver’s license or state ID number. Use your REAL name, not a nickname. Use your home/permanent address.*

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*You can now apply online for your license. FYI - you will need a credit card for payment at the end. At some point, it may ask for military papers or a transcript. You do NOT need either for an initial license.*

*When logged into your SAFE account, click on ODE.core, click on UPDATE and enter any missing information (address, email, etc.). APPLY button.*

*\*\*\*Under My educator profile, go to My Applications. New Credential application for teachers, Resident Educator License, 4 year, find the license type that is correct for you.*

*Carefully select credential, field, etc.*

*Effective year (when you want it to start). It’s always July 1 – you choose the year.*

*The Ohio College E-signer is Bowling Green State University – the IRN# is 062893.*

*Answer the residency and legal questions, check for accuracy.*