

Wright State University
College of Health, Education, and Human Services
Policy on Time Limits for Applying for Educator Credentials

The Chancellor of the Ohio Department of Higher Education (ODHE) approves institutions of higher education and educator licensure programs for the preparation of pre-kindergarten through grade 12 educators and other school personnel. The Ohio Department of Education (ODE) reviews applications for educator licensure and issues credentials to qualified candidates. A candidate seeking an Ohio educator license or endorsement to an Ohio educator license through ODE must, as part of the application process, obtain a recommendation for licensure or endorsement from the institution of higher education where the candidate completed an educator preparation program. ODHE requires institutions of higher education that offer educator preparation programs to assure that candidates for an Ohio educator license or endorsement to an Ohio educator license meet all the current requirements of the credential for which the candidate is recommended. O.A.C. 3333-1-05.

Because ODHE requires Wright State University to assure that candidates for licensure meet all the current requirements of the credential for which he/she seeks recommendation, the length of time between when a candidate completes a Wright State University educator preparation program and when the candidate applies for an educator license will impact Wright State University's ability to recommend the candidate for licensure or endorsement. Wright State University created this policy in order to satisfy ODHE's directive and assure that candidates for an Ohio educator license or endorsement to an Ohio educator license meet the current licensure requirements.

Wright State University will recommend a student for an Ohio educator license or endorsement to an Ohio educator license if the student successfully completes all licensure or endorsement standards and requirements for the desired credential and completes and submits his/her application for the credential to ODE within 12 months of program completion.

- Any candidate requesting Wright State University's recommendation of his/her application for licensure or endorsement more than 12 months after program completion may need to retake or complete additional coursework or current assessments in order to meet the current requirements of the credential he/she seeks. O.A.C. 3333-1-05(I).
- Any candidate requesting Wright State University's recommendation of his/her application for licensure or endorsement more than 12 months after program completion will not be considered for recommendation unless the candidate documents that he/she meets the current requirements of the credential for which he/she seeks recommendation.