**Licensure for Candidates Possessing a Bachelor’s Degree**

Post-Undergraduate, Second Bachelor’s Degree or Educational Studies, Initial Licensure

* Must have official appointment in advising office to review GPA, requirement

Sheet, checklist, and Teacher Education Acknowledgements (legal questions on licensure application, background check, professional disposition, licensure information) and Program of Study form for financial aid

* Exempt from Kent Core except for Kent Core courses specified by program
* Must apply for and be reviewed for admission to advanced study and meet all criteria
* Students in selective programs, who are eligible for advanced study, will also be reviewed by program faculty

Post-Undergraduate, Non-Degree, Additional Licensure

* Must hold a Standard Ohio license (for any out-of-state licensed teachers, contact Julie Wilcox or go to the ODE)
* Meet with faculty for evaluation of transcripts and to complete an Additional Licensure Prospectus (See attached Additional Licensure Prospectus which will be posted on the advising web page at the forms link). The form should be signed by faculty advisor and candidate and MUST be on file in VOSS in first semester of coursework in order for students to take advanced study courses. Please send to Julie Wilcox who will review the prospectus and if approved, send student a link to student portal with request to sign Teacher Education Acknowledgement forms. Julie will monitor plan for reaching 2.75 GPA if student does not have one and inform the faculty member who signed the prospectus. Julie will submit the code for advanced study when student 1) has 2.75 GPA, 2) has a signed prospectus, and electronically signs the four forms on the student portal.