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LICENSURE APPLICATION INFORMATION

For KSU to recommend an undergraduate/graduate student or degree holder seeking licensure only (non-degree) for a State of Ohio license (teaching, administrative, or pupil services), all program and licensure criteria must have been met. Licensure applicants must meet the criteria in place at the point of licensure application.

1. For continuously enrolled students (i.e., from admission to program completion), licensure program requirements are specific to the year in which the licensure program was begun and are specified in the undergraduate or graduate catalog and/or on the program checksheet. Students who do not maintain continuous enrollment, however, may be subject to additional program/licensure requirements.

College of Education, Health, and Human Services students who do not satisfactorily complete 12 semester hours in two calendar years will be required to meet the standards in force at the time of their readmission. Undergraduate degree-seeking students who do not complete their degree within 6 years are required to update to a more recent catalog and will be held to the new requirements for graduation and licensure.

2. Ohio Department of Education (ODE) licensure criteria including OAE test requirements (ACTFL for Foreign Language Students) and qualifying scores are subject to change. Applicants must meet the requirements at the time of licensure application. OAE requirements are posted on the [ODE](#) and [Educational Testing Service \(ETS\)](#) web sites.
3. Students must apply for State of Ohio Licensure (defined by completion of all licensure program requirements) within 12 months of program completion. After 12 months, applicants must meet State approved program/licensure requirements at the time of application. This means that students may have to take additional coursework if the program requirements have changed from the catalog in force.

Acknowledgment

By clicking this checkbox, you acknowledge that you have read and understand this information.

By clicking the above checkboxes and clicking Submit below, you are electronically signing this document. Please be aware that failure to sign this form may jeopardize your eligibility for licensure.