

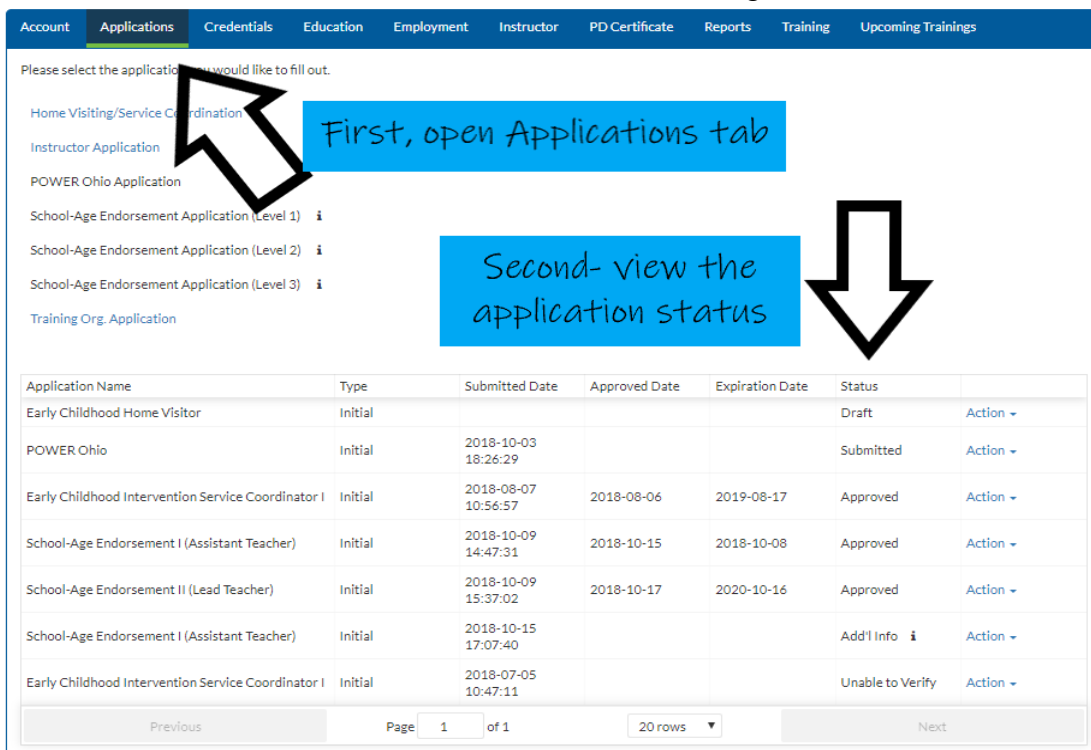
## How to Apply for a School-Age Endorsement

1. Create a profile in the Ohio Professional Registry <https://registry.occrra.org/user/register>
2. In your registry profile - upload required education to the Education tab for review
3. Complete the [required online trainings](#)
4. In your registry profile – access the application via the Applications tab of the registry profile once a minimum of high school is verified and required trainings are completed.
5. Click on the School-Age Endorsement Application Level you wish to apply for – Note the Endorsements must be taken and issued in order starting with Level 1.
6. In the Application - Upload employment experience letter
7. Click Submit Application

For information about the application's verification process, refer to the Status in the Applications tab for information. **\*The application chart WILL NOT display when using Internet Explorer.**

The following Status may display:

1. Draft – application was started, but not submitted for review
2. Submitted – application is submitted and waiting for review
3. Denied – credential cannot be issued
4. Approved – credential has been issued or renewed
5. Add'l Info – applicant needs to take additional action to fulfill the requirements of the credential. Hover over the “i” for guidance notes.



Please select the application you would like to fill out.

- Home Visiting/Service Coordination
- Instructor Application
- POWER Ohio Application
- School-Age Endorsement Application (Level 1) *i*
- School-Age Endorsement Application (Level 2) *i*
- School-Age Endorsement Application (Level 3) *i*
- Training Org. Application

Application Name	Type	Submitted Date	Approved Date	Expiration Date	Status	
Early Childhood Home Visitor	Initial				Draft	Action ▾
POWER Ohio	Initial	2018-10-03 18:26:29			Submitted	Action ▾
Early Childhood Intervention Service Coordinator I	Initial	2018-08-07 10:56:57	2018-08-06	2019-08-17	Approved	Action ▾
School-Age Endorsement I (Assistant Teacher)	Initial	2018-10-09 14:47:31	2018-10-15	2018-10-08	Approved	Action ▾
School-Age Endorsement II (Lead Teacher)	Initial	2018-10-09 15:37:02	2018-10-17	2020-10-16	Approved	Action ▾
School-Age Endorsement I (Assistant Teacher)	Initial	2018-10-15 17:07:40			Add'l Info <i>i</i>	Action ▾
Early Childhood Intervention Service Coordinator I	Initial	2018-07-05 10:47:11			Unable to Verify	Action ▾

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## School Age Professional Endorsement I sample employment letter

Administrator Name

Program Name and License number

Program Address

Re: Professional's Name

Sally Jones has completed the requirement for a School Age Professional Endorsement I. This employee has completed \_\_\_\_\_ hours of experience in a regulated ODJFS/ODE program serving children in any age group.

Thank you for your consideration.

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Administrator Signature

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Administrator printed name

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Date letter completed

## School Age Professional Endorsement II sample employment letter

Administrator Name

Program Name and License number

Program Address

Re: Professional's Name

Sally Jones has completed the requirement for a School Age Professional Endorsement II. This employee has completed \_\_\_\_\_ hours of experience in a regulated ODJFS/ODE program serving children in any age group.

Thank you for your consideration.

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Administrator Signature

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Administrator printed name

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Date letter completed

## School Age Professional Endorsement III sample employment letter

Administrator Name

Program Name and License number

Program Address

Re: Professional's Name

Sally Jones has completed the requirement for a School Age Professional Endorsement III. This employee has completed \_\_\_\_\_ hours of experience in a regulated ODJFS/ODE program with a minimum of 800 hours in a program serving school age children.

Thank you for your consideration.

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Administrator Signature

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Administrator printed name

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Date letter completed