

## School-Age Endorsement

1. Log in to your Ohio Professional Registry (OPR) profile or create one by using this [Create Profile User Guide](#).
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.
6. In the Application - Upload employment experience letter
7. Click Submit Application

### Application Status:

For information about the application's verification status, refer to the Status in the Applications tab for information. **\*The application chart WILL NOT display when using Internet Explorer, Edge, or Safari. You must sign in using Google Chrome or Mozilla Firefox.**

The following Status may display (hover over the “i” for guidance notes):

Draft – application was started, but not yet submitted for review

Submitted – application is submitted and waiting for review

Unable to verify – credential cannot be issued

Approved – credential has been issued or renewed

Add'l Info – applicant needs to take additional action to fulfill the requirements of the credential.



### **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.

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Administrator printed name

\_\_\_\_\_  
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.

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Administrator printed name

\_\_\_\_\_  
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.

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Administrator printed name

\_\_\_\_\_  
Date letter completed