

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 – 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

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 a minimum of 200 hours of experience** in a regulated ODJFS/ODE program serving children in any age group. These experience hours were **completed between the dates of June 2022-June 2023**.

Thank you for your consideration.

Administrator Signature

Administrator Printed Name

Date

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 a minimum of 600 hours of experience** in a regulated ODJFS/ODE program serving children in any age group. These experience hours were **completed between the dates of June 2022-June 2023.**

Thank you for your consideration.

Administrator Signature

Administrator Printed Name

Date

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 a minimum of 800 hours of experience** in a regulated ODJFS/ODE program serving children and **at least 600 hours were completed working specifically with School Age Children**. These experience hours were **completed between the dates of June 2022-June 2023**.

Thank you for your consideration.

Administrator Signature

Administrator Printed Name

Date

School Age Professional Endorsement Level I Renewal Employment Letter

Administrator Name

Program Name and License Number

Program Address

Re: Professional's Name

Sally Jones has completed the renewal requirement for a School Age Professional Endorsement level I. This employee has **completed an additional 200 hours of experience** in a regulated ODJFS/ODE program serving children in any age group since her initial endorsement was awarded.

Thank you for your consideration.

Administrator True Signature

Administrator Printed Name

Date

School Age Professional Endorsement Level II Renewal Employment Letter

Administrator Name

Program Name and License Number

Program Address

Re: Professional's Name

Sally Jones has completed the renewal requirement for a School Age Professional Endorsement level II. This employee has **completed an additional 400 hours of experience** in a regulated ODJFS/ODE program serving children in any age group since her initial endorsement was awarded.

Thank you for your consideration.

Administrator True Signature

Administrator Printed Name

Date

School Age Professional Endorsement Level III Renewal Employment Letter

Administrator Name

Program Name and License Number

Program Address

Re: Professional's Name

Sally Jones has completed the renewal requirement for a School Age Professional Endorsement level III. This employee has **completed an additional 600 hours of experience** in a regulated ODJFS/ODE program serving School Age Children in any age group since her initial endorsement was awarded.

Thank you for your consideration.

Administrator True Signature

Administrator Printed Name

Date