How to Apply for a School-Age Endorsement

1. Create a profile in the Ohio Professional Registry https://registry.occra.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.
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