

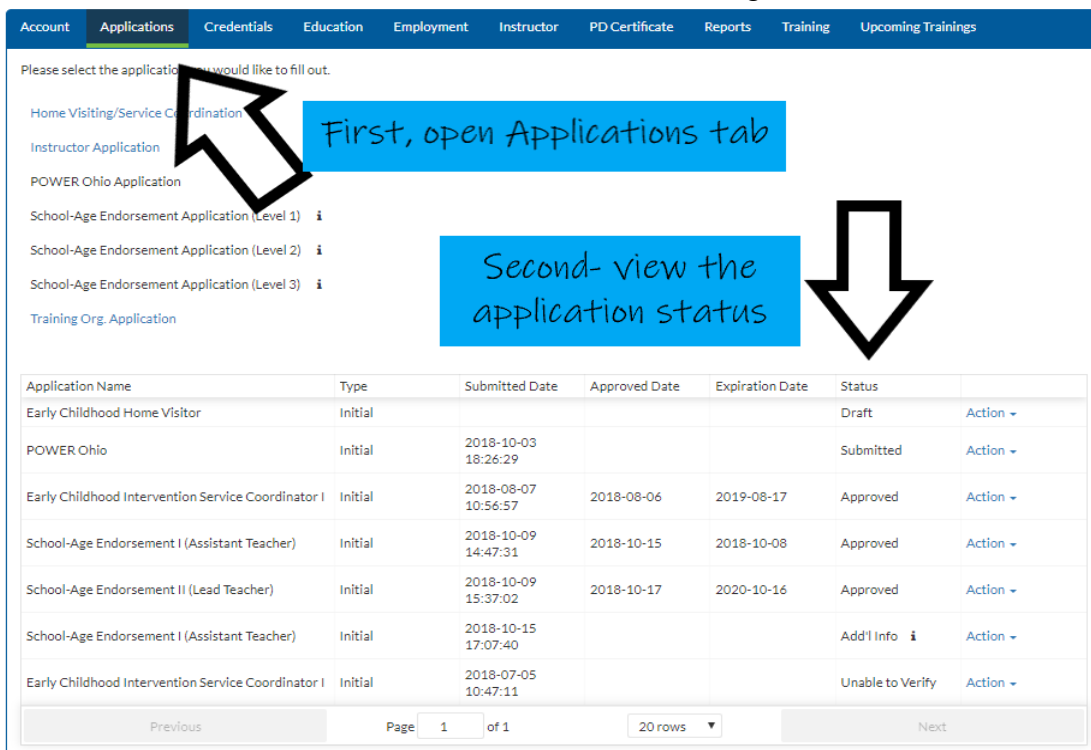
How to Apply for a School-Age Endorsement

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.
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.



The screenshot shows the 'Applications' tab in the Ohio Professional Registry. A blue box with a hand icon points to the 'Applications' tab in the navigation bar, with the text 'First, open Applications tab'. Another blue box with a hand icon points to the 'School-Age Endorsement Application (Level 1)' application, with the text 'Second- view the application status'. Below the application list is a table with the following data:

Application Name	Type	Submitted Date	Approved Date	Expiration Date	Status	Action
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	Action -
Early Childhood Intervention Service Coordinator I	Initial	2018-07-05 10:47:11			Unable to Verify	Action -

At the bottom of the table, there is a pagination bar showing 'Page 1 of 1' and '20 rows'.

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