Educational Leadership Program - Principal Licensure Checklist

The successful completion of the M.Ed. program in Educational Leadership at the University of Cincinnati earns you a Five-Year Provisional License as a principal in the State of Ohio. Keep in mind, obtaining a license is your responsibility. Use the following checklist as your guide.

______ View the OAE (Ohio Assessment for Educators) assessment website for testing locations:  http://www.oh.nesinc.com/

______ Register to take the OAE for Educational Leadership- test# 015.

______ Obtain your official OAE score report. Your scores can be sent to up to (3) Institutions and/or agencies you selected during the registration process.

______ Print all pages of your OAE Scores. Send to UC.

______ Make a copy of your teaching license. Send to UC.

______ Provide Verification of Teaching Experience. A minimum of two years of teaching is required at each level you are seeking licensure. Verification of Teaching must be in the form of a letter(s) from the district(s) where you have work(ed) and include the dates of your employment, the grade(s) you taught and the subject(s). Send to UC.

______ Complete the University of Cincinnati CECH Five-Year License Application Record and the Teaching Experience Verification Form. Send to UC.

______ Mail a copy of your OAE Score Report, CECH Five-Year License Application Record, a copy of your teaching license, and Verification of Teaching letter(s) from the district(s) to:

University of Cincinnati
Educational Leadership: Principal Licensure
CECH – School of Education
P.O. Box 210022
Cincinnati, Ohio 45221-0022

ALLOW TIME FOR ALL OF THE ABOVE DOCUMENTS TO ARRIVE AT UC BEFORE PROCEEDING...

______ Go to ODE website, complete the Initial Ohio Five-Year Professional License Application. Pay $200 fee online to ODE.
DO NOT DO THIS STEP UNTIL ALL OTHER PREVIOUSLY MENTIONED ITEMS HAVE BEEN RECEIVED BY UC.