

Ohio's School-Age Professional Endorsement Frequently Asked Questions Updated February 2022

1. How do I apply for School-Age endorsement?

Answer: The Ohio Child Care Resource and Referral (OCCRRA) webpage has [instructions](#) for the Ohio School-Age Professional Endorsement.

2. Is my endorsement level and my role at the child care program required to match?

Answer: For the purposes of Step Up to Quality (SUTQ), the professional will be assessed in their current role at the program to see if their endorsement meets the SUTQ requirements for that role. A professional may have a higher endorsement than what is required for their current role at the program and still meet the SUTQ requirement. For example:

- *If a professional has a School-Age Administrator Professional Endorsement, they meet the SUTQ requirement for school-age lead or assistant teacher.*
- *If an individual has the School-Age Assistant Teacher Professional Endorsement, they do not meet the SUTQ requirement for a school-age administrator or lead teacher.*

3. What should the letter of experience include?

Answer: The letter of experience should include the following components:

- *Date*
- *Outline dates of experience*
- *The number of hours of experience based on the level of endorsement being applied for. For example:*
 - *If applying for an initial endorsement for school-age lead teacher level, the teacher is required to have 600 hours.*
 - *If applying for an initial endorsement for school-age administrator level, the administrator is required to have 800 hours, 600 hours must be specifically in a program servicing school-age children.*
 - *If renewing at school-age lead teacher level, the teacher is required to have 400 new hours.*
 - *If renewing at school-age administrator level, the administrator is required to have 600 new hours, and must be specifically in a program servicing school-age children.*
- *The letter must be signed ([sample letters](#))*

4. What is the timeframe to complete the prescribed coursework for the initial endorsement? Does this timeframe change when moving up in endorsement level?

Answer: The prescribed coursework must be completed within the previous six years for any initial endorsement. This time frame does not change as a professional increase in their endorsement level.

- ***Example 1:** A school-age assistant teacher applied for the initial endorsement on 3/1/2021. Any Ohio Approved Training taken within the timeframe of 3/1/2015 and 3/1/2021 would count towards the prescribed coursework for the initial endorsement. In this case, there are **NO** required Ohio Approved courses required for the school-age assistant teacher initial level endorsement.*
- ***Example 2:** A school-age assistant teacher was awarded an initial endorsement on 1/26/19 and applied for an endorsement renewal on 1/2/21. The assistant teacher wants to achieve the school-age administrator endorsement level by year 2024. As long the teacher continues to renew the current endorsement every 2 years, any Ohio approved classes taken in the timeframe of 1/26/19- Year 2024, can count towards the higher initial endorsement.*