Applying for an Endorsement

The following items are required by Xavier University to apply for State of Ohio endorsements including Reading, TESOL, Early Childhood Generalist 4-5, Middle Childhood Generalist 4-6, Math Specialist, Gifted and Talented, Transition to Work, Pre-K Special Needs and Computer Technology.

- You **MUST** hold a current, valid Ohio teaching license.
- You will need to complete the online ODE application.
  1. Log into your SAFE account and select ODE.CORE Online License System
  2. Go under the New Application icon and click APPLY
  3. Under Start NEW Application, choose please click [here](#) to Add an Area
  4. Choose the 4 year/5 year credential you want to add the endorsement.
  5. Under Action use the drop down menu and choose Add Area.
  6. Click Apply
  7. Under Available Endorsements: Select the endorsement you are applying for and click Save Application and Next.

Other Requirements

- Please check with your advisor regarding any OAE test that may be required for the endorsement.
- Complete Xavier University coursework requirements. Please see your advisor or Department Chair with any questions about completing all program requirements.
- Graduate students must have all previous official transcript(s) on record with Xavier University. If you did not complete the admission process and did not submit completed and finalized transcripts showing degrees and dates of graduation, please complete this task. Send additional* transcripts as soon as possible to:

  Xavier University
  Graduate Services Office
  100 Hailstones Hall
  Cincinnati, OH 45207-3211.

  *Note this does not include Xavier University transcripts.*

- Check on bursar holds. If you have a bursar hold the Registrar's Office will not release your official transcript needed to review and process licensure.
- Questions may be directed to [xulicense@xavier.edu](mailto:xulicense@xavier.edu) or (513) 745-3521.