To Apply for the Computer/Technology Endorsement:

1. Get an unofficial copy of your graduate transcript to date (it will not include this summer), also make a xerox copy of your current, valid Ohio teaching certificate or license.

2. Fill out the white form and also check to see if you need to enter any substitutions. If you do, neatly cross out the course you did not take and print the number and title of the course that was substituted. I was told you do not need a course substitution form as stated on the white form. I will need to initial any substitutions on this form when I receive it. (Leave the signature area on the white form blank.)

3. Fill out the blue form. **NOTE:** Certificate Type means the type of certificate you now hold, the certificate to which the endorsement will be applied. Also, where it says Indicate Teaching Field, you are to enter 111770 for the Computer/Technology endorsement, even though it is not listed on the form.

4. Submit, to me, as a packet paper-clipped together:
   - the completed white form
   - blue form
   - unofficial transcript (if a course from another university was substituted, also include an unofficial transcript from that university)
   - xerox copy of your current, valid Ohio teaching certificate or license
   - a $10 check made out to “Ohio T.E.C.”

5. I will review the white form for each person and then send the packet to Sheryl Sabo in the EDTL Student Services Office (455 Education Building, 372-7407). Sheryl will verify your summer work on-line and will then send the packet to the state.

Please be patient. It will take at least several weeks before the packets leave the College and, once the state has the packet, they say it takes 3-4 weeks for them to process it.