

Applying for Licensure 12 Months or Later After Program Completion

Instructions:

- Students must apply for licensure within 12 months of program completion to meet current licensure standards.
- If has it been more than 12 months since program completion at Kent State University, the student must complete this form and forward it to the undergraduate or graduate program coordinator prior to applying for licensure.
 - For a list of undergraduate program coordinators, go here: <http://www.kent.edu/ehhs/councils/undergrad/>
 - For a list of graduate program coordinators, go here: <http://www.kent.edu/ehhs/councils/graduate>
- **Once form is signed by the program coordinator and the necessary requirements specified on this form (if applicable) are complete, this form must be uploaded or emailed to Katie Kozak at kkozak2@kent.edu.** The student can then apply for licensure by proceeding to the Licensure Pre-Application at <https://stuportal.ehhs.kent.edu/>.

Licensure Candidate: Fill out this box and then forward the form to the program coordinator (see above).

Name _____ ID# _____

Licensure Program was Completed: _____ Licensure Area/Major: _____
(Date)

Program Coordinator: Student's transcripts must be reviewed to make sure all current state licensure requirements (Part I) and current program requirements (Part II) have been completed.

PART I: Review of coursework based on current ODE State Licensure Standards

_____ Yes, additional coursework is required (see below for specified courses)

_____ No additional coursework is required

Coursework Required:

PART II: Review of coursework to determine adequacy of content and methods based on current program requirements (complete this part only if it has been 6 years or longer since program completion).

_____ Yes, additional coursework is required (see below for specified courses)

_____ No additional coursework is required

Coursework Required:

Total hours required for KSU to recommend student for licensure: _____

If coursework is required, contact the Registrar's Office at 672-3131 to reactivate your student file to register for coursework at Kent State University.

Program Coordinator

Date: _____

Licensure Candidate

Date: _____

This form is valid for 12 months from your date of signature. All signatures are required for this form to be valid. After the 12 month period, a new form must be completed.