

Online Intervention Specialist Licensure Programs for Individuals Holding Current Ohio Teaching Licenses

The University of Cincinnati Special Education Program provides online opportunities for individuals who hold current Ohio teaching licenses and who are seeking an Intervention Specialist – Mild/Moderate license.

These opportunities include:

- Online full time study outside of a graduate degree, allowing individuals to complete the program in three semesters.
- Online part-time study outside of a graduate degree, allowing individuals to complete the program at their own pace.
- Full time study with M. Ed., with licensure and master courses online, allowing individuals to complete the license and M. Ed. in 6 semesters.
- Part time study with M. Ed., with licensure and master courses online, allowing individuals to complete the program at their own pace.

Because of the special considerations of online instruction, each of these formats requires an application. Those which include an M. Ed. also require independent application and admission to the graduate program. Information on the M.Ed. may be found online at <http://www.grad.uc.edu/applyonline.aspx> or by emailing teachered.grad@uc.edu. The M.Ed. application may be accessed and submitted online at <http://www.grad.uc.edu/>.

The application packet for the licensure program for individuals who hold a current Ohio license is attached, as is the advising sheet. For more information please email wendy.riordan@uc.edu.

University of Cincinnati Intervention Specialist Licensure Program for Licensed Teachers Application Packet Cover Sheet

ALL MATERIALS MUST BE SUBMITTED IN ONE PACKET¹

- Application
- Candidate Information Sheet
- Commitment form
- Letter of recommendation from principal or immediate supervisor (on letterhead) (Provided in sealed envelope, with signature of individual across seal).
- Letter of recommendation from another individual familiar with your success as a teacher (colleague, parent, school psychologist, etc.) (Provided in sealed envelope, with signature of individual across seal).
- Transcripts of all college/university work
- Copies of all teaching licenses/certificates
- Copy of BCI report (Please send copy and keep original for your records)
- Copy of FBI report (Please send copy and keep original for your records)
- Copy of negative TB test results (Please send copy and keep original for your records)
- Authorization for Release of Records Form
- Good Moral Character and Conduct Form (please remember to have a witness sign/date this form in the appropriate place)

Please send to:
Wendy Riordan
College of Education, Criminal Justice, and Human Services
Box 210022
University of Cincinnati
Cincinnati, OH 45221-0022

¹ Please note that each August students in all of the UC Division of Teacher Education Licensure Programs will be asked to renew and resubmit their FBI/BCI checks, as well as their TB test results.

University of Cincinnati
Intervention Specialist Licensure Program for Licensed Teachers

Contact Information:

Name	
Street Address	
City, State, Zip	
Permanent E-mail address (required)*	
Phone	
Gender (optional)	
Ethnicity (optional)	

* All communication regarding this project will be conducted through e-mail.

Professional Information

Last Degree and Date	
Institution	
GPA (Official Transcript Required)	
Teaching Licenses (Attach copies of all Licenses)	

A significant part of the Intervention Specialist Licensure program is the on-site internship you will complete during one academic semester. In many cases, teachers can complete the internship in their current teaching position; however, if you are not currently teaching in an appropriate setting, we will need to find a placement for you. Students placed by UC will enter a 12 week (depending on the semester during which the internship is completed) full-day field experience with a licensed Intervention Specialist at *full graduate tuition rates*.

Please describe your current teaching position (if applicable). If you will need UC to provide placement, please indicate so in the space below:

University of Cincinnati
Intervention Specialist Licensure Program for Licensed Teachers

Commitment Form

The University of Cincinnati Intervention Specialist Licensure Program for Licensed Teachers is designed to provide a full-time program to complete the preparation program for Mild/Moderate Intervention Specialist. Courses are conducted as online distance learning courses. As an applicant to this program, I confirm that I meet the following prerequisites:

- I hold an initial certificate or license.
- I am able to send e-mail with attachments in Microsoft Office. I will check my e-mail at least three times weekly.
- I am able to use Blackboard successfully and have access to a computer that will allow me to complete an online course.
- I take responsibility for completing assignments according to course deadlines and submitting them electronically to the instructor. I understand that if assignments are not received by due dates, the instructor may choose to not accept the assignment or reduce its grade.

As a participant in the project, I understand that:

- I must maintain at least a 3.0 GPA.
- I must complete at least one course each quarter (including summer) to continue in the program.
- I am responsible for purchasing text books and course materials.

Please indicate one of the following:

_____ My current teaching position includes individuals who are identified as having mild/moderate disabilities and have active IEPs. There is a special education teacher in my building who will be able to mentor me. My principal will allow me to complete 300 clock hours of internship in my classroom.

_____ I am not currently teaching and will require a placement. I understand that because I am not currently teaching I will register for the regular special education internship course (18 SPED 7015) for six graduate credit hours at full graduate tuition rates. I understand that this internship will be a full-day placement for five days per week for 12 weeks, depending on the semester during which I am enrolled.

Signature: _____ Date: _____

Course Guide

► On-Line Intervention Specialist Licensure for Licensed Educators²

Course	Title	Quarter offered 12-13 ³			Credit hours
		Fall	Spring	Summer	
18 SPED 7001	The Law, Visioning, and the IEP	X		X	3
18 SPED 7002	Reading and Writing for Students with Disabilities	X		X	3
18 SPED 7015	Partnerships and Collaboration	X		X	3
18 SPED 7006	Assessment and Intervention	X		X	3
18 SPED 7004	Teaching Reading/Writing in the Content Areas	X		X	3
18 LSLS 7027	Theory to Practice: Models of Literacy	X	X	X	3
18 SPED 7008	Curriculum Planning (M/M) and Instructional Strategies		X	X	3
18 SPED 7007	Management of Behavior		X	X	3
18 LSLS 7001	Phonics I	X		X	1
18 LSLS 7002	Phonics II	X		X	2
18 SPED 7015	Internship ⁴	X	X		3-6

¹ * Coursework listed includes courses necessary to meet the Ohio Reading Mandate. Students who may have previously met the mandate through prior coursework in reading and literacy may apply to the program facilitator for course substitutions. The reading mandate stipulates that K-12 IS instructors have at least 12 semester credit hours in reading instruction, including 3 semester credit hours in Phonics.

² Courses offered during the standard academic semester (Fall and Spring) operate on the university 14-week quarter schedule. Courses offered during the summer session operate on the 5-week summer half-term schedule. The course offerings listed are only a guide for planning purposes. Course availability is based on enrollment. Please consult with program facilitator prior to each quarter to ensure courses are offered as scheduled.

³ Internship course is 18 SPED 7015 for 3 credit hours at the PRFS rates if conducted in students' own placement; if student must be placed in the internship setting, student will register for 6 internship hours of SPED 7015. Students may intern in their own classrooms during Fall and Spring Semesters. They may intern in placed settings during Fall or Spring. Placement requests for Fall quarter must be submitted by March 1, of the preceding year. Placement requests for Spring quarter must be made by October 1st. Please contact program facilitator for more information on Internship requirements prior to registration.

**College of Education,
Criminal Justice,
and Human Services**



Candidate Information Sheet

Name: _____

UC ID: _____ Phone: _____

Local Address: _____

Permanent Address: _____

Date of Birth: _____

UC Bearcat Online E-mail Address: _____

High School Attended: _____

Previous College: _____

Ethnicity/Race: _____ (optional)

Gender: _____ (optional)

Education Program (circle): Middle Childhood Secondary Special Education

For Middle Childhood licensure areas, circle two:

Language Arts Mathematics Natural Sciences

Social Studies

For Secondary licensure area, write in (eg: Language Arts, Mathematics, Science, Foreign Language, Latin or Social Studies):



LICENSURE PAPERWORK⁵

PRAXIS I: PRE-PROFESSIONAL SKILLS TEST (PPST) WAIVER

If you do not have a copy of passing scores on Praxis I (PPST) *or* a copy of your current teaching license, you may waive this requirement by submitting a copy of your ACT or SAT scores with this waiver licensure paperwork. ACT scores must be 22 or above and/or SAT scores must be 1000 or above. (Photocopies are acceptable.)

Name: _____

Address: _____

UC ID: M _____

Licensure Field: _____

I hereby request that my Praxis I requirement be waived, as I have taken the ACT exam and received a score of 22 or above and/or taken the SAT exam and received a score of 1000 or above, or I have already received initial licensure in a K-12 teaching area in the state of Ohio.

ACT Composite Score: Date Taken _____

SAT Composite Score: Date Taken _____

A copy of my current teaching license is attached
License Type and Number: _____

Licensure candidate Signature _____ Date _____

FOR OFFICE USE ONLY

_____ Copy of scores received and ACT and/or SAT scores verified (ACT scores of 22 or above and/or SAT scores of 1000 or above), or copy of license received.

Advisor: _____

Date: _____



Authorization for Release of Records

University of Cincinnati records for which you authorize release:

- Academic records (grades, ACT/SAT/PPST test scores)
- Contact information (address, phone number)
- Self-reported background information (FBI/BCI report, TB test results)

Licensure Candidate's Name: _____
(Please print)

UC ID: M _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Cell Phone: _____

E-Mail Address: _____

As required by the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), I authorize University of Cincinnati College of Education, Criminal Justice, and Human Services to furnish the university records noted above to a third party for a field placement in a public school. This authorization will remain in force until I have completed all field experiences required to complete my licensure program, as approved by the Ohio Department of Education and accredited by the National Council for the Accreditation of Teacher Education (NCATE).

Signature: _____

Date: _____

The State of Ohio requires affirmation of the moral character and conduct of education licensure candidates. Both a Bureau of Criminal Investigation and a Federal Bureau of Investigation report are a required part of the licensure paperwork process. The College of Education, Criminal Justice, and Human Services (CECH), therefore, is informing you of this requirement. This signed statement must become part of each licensure candidate's record before the candidate may begin a licensure program and before being placed for field practica and internships.

Verification of Good Moral Conduct

1. Have you ever been convicted of, found guilty of, or pled guilty to any misdemeanor other than a traffic offense?
Yes _____ No _____
2. Have you ever been convicted of, found guilty of, or pled guilty to any felony?
Yes _____ No _____
3. Have you ever had a criminal record sealed or expunged?
Yes _____ No _____
4. Have you ever had a teaching certificate limited, suspended, or revoked?
Yes _____ No _____
5. Have you ever surrendered a teaching certificate, license, or permit?
Yes _____ No _____

If **NO** to all of the above, check this box , read the following paragraph, and sign below.

I hereby declare that I possess a good moral character and that I have not pled guilty to, or been convicted of any misdemeanor (other than traffic offenses), any felony, any violation of Section 2907.04 (corruption of a minor), of Section 2907.06 (sexual imposition), or Division (a) or (c) of Section 2907.07 (importuning) of the Ohio Revised Code, any offense, or drug abuse offense that is not a minor misdemeanor, or any substantively comparable ordinance of a municipal corporation or of any other state.

If **YES** to any of the above, check this box , attach an explanation to this form, and sign below.

In view of your past conduct, you may not be placed in a school until your record has been expunged. Further, acceptance into and completion of a licensure and internship program does not guarantee that the State of Ohio will issue you a license or that a school district will hire you.

CECH requires all licensure candidates to complete Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) background checks as part of the licensure paperwork and field placement process. (Instructions for completion of BCI and FBI background checks are included.)

An applicant who has pled guilty to, or has been convicted of, any offense has the right to have an application for licensure considered by the State Board of Education, provided said individual meets the conditions specified in Rule 3301-23-23 of the Administrative Code.

I hereby have been notified and affirm my understanding of this rule.

Print Full Name

UC ID: _____

Signature of Licensure Candidate

Date: _____

Signature of Witness

Date: _____

Falsification of information is grounds for dismissal and non-licensure. A signed affidavit of this kind has been required by law of any licensure candidate who has entered a program in teacher education beginning fall quarter, 1989. If you have questions about any of the above, contact an adviser in the CECH Student Services Center, 513-556-2336.

Frequently Asked Questions

Q. What are the GPA and test score requirements for CECH licensure programs?

A. Minimum selection criteria are as follows:

- 1) 2.8 cumulative GPA for Middle Childhood, Secondary, and Special Education
- 2) 22-ACT, 1000-SAT or passing scores (Reading = 173, Writing = 172, Mathematics = 172) on Praxis I (Pre-Professional Skills Test-PPST), or previous teaching license for the Intervention Specialist Licensure program
- 3) Admission to Graduate Program or licensure only program in the College of Education, Criminal Justice, and Human Services.

Praxis Testing

Q. What is the Praxis I?

A. The Praxis I is a basic skills (reading, writing, math) examination. It is designed to provide information regarding basic proficiency in communication or computational skills. It is required for all licensure candidates who do not have an ACT composite of 22 or higher or a total SAT score of 1000 or higher *or* a current teaching license.

Q. What are the required scores on the Praxis I?

A. 173 - Reading, 172 - Writing, 172 - Mathematics

*Please note these scores are subject to change.

Q. If I have the required ACT or SAT scores, how do I waive the Praxis I requirement?

A. Documentation of the required ACT or SAT scores must be included in your licensure packet that is submitted to Kathy Storer in the Division of Teacher Education, 615 Teachers College.

Q. Where can I obtain a copy of my ACT/SAT scores?

A. If you took the test while in high school, a copy of your scores will be in your high school record; otherwise you can request a copy of your scores at www.ets.org.

Q. Where do I take the Praxis I?

A. Licensure candidates may take the test at any valid testing site that offers the Praxis I examination. Two local testing centers are:

- UC Testing Center, 100 University Pavilion 513-556-7173
- Prometric Testing, 11353 Reed-Hartman Highway 513-671-7030

Q. Is there a practice exam available?

A. Sample Praxis I exams are available at www.ets.org.

Q. What is the Praxis II requirement for the K-12 Intervention Specialist Licensure?

A. In order to receive the Intervention Specialist License (Mild/Moderate) students must pass the PRAXIS II test 0354 Education of Exceptional Students: Content Core Knowledge and PRAXIS II test

0204 Teaching of Reading (this test is a program requirement and passing this test does not make you eligible to be HQT in Reading). The test is a 60-minute, 60-question, multiple-choice exam offered periodically throughout the year. For more information on the test, including test dates, registration information and sample questions, please visit www.ets.org

Q. When should I take the Praxis II test 0354 and PRAXIS II test 0204?

A. Students in the K-12 IS program should plan to take the test during their second-to-last quarter of classes. This will give us enough time to receive the results and forward them to the state for licensure application processing.

Q. What are the application deadlines for semesters.

Admission Term	Application Deadline	Notification by	First Day of Term – 2012/13
Fall	7/15	8/1	8/27
Spring	12/1	12/15	1/7
Summer	4/1	4/15	5/6

Civilian Background Reports

Q. What are BCI and FBI reports?

A. A BCI report is a civilian background check conducted by the Bureau of Criminal Investigations. An FBI report is a civilian background check conducted by the Federal Bureau of Investigations. The State of Ohio requires and the College of Education, Criminal Justice and Human Services require BOTH an FBI and a BCI background check as part of the licensure paperwork.

Q. How do I obtain BCI and FBI reports?

A. UC licensure candidates may go to the UC Public Safety office at Three Edwards Center, show your student ID, and complete a release form. Please contact the UC Public Safety office at 513-556-4908 for administration time and fees. Licensure candidates may pay in cash or by personal check made payable to University of Cincinnati. Electronic BCI reports are typically available in 3-5 days; however, during busy times of the year results could take 10 days or more. FBI reports may take longer to process. Please keep in mind there are TWO background reports necessary (BCI AND FBI).

Q. Is the UC Public Safety office the only place to have a background check completed?

A. No, licensure candidates may choose another location to complete the background check. Official locations are available at <http://www.webcheck.ag.state.oh.us/webcheckcommunity/htm>.

Authorization Form

Q. What is the Authorization for Release of Records Form?

A. All licensure candidates are required to complete and internship in Fall or Spring Semester. The CECH field placement office works closely with our public school partners to provide required background information that allows licensure candidates to participate in these experiences. The Authorization for Release of Records Form allows our field placement office to release only the information listed on the form.

TB Test

Q. Where do I go for a TB test?

A. Licensure candidates may obtain a TB test on campus at the University Health Services Center or at the Hamilton County Tuberculosis Control Clinic through Hamilton County Job and Family Services, or any other appropriate healthcare facility. Recipients must return to the clinic 48-72 hours after the skin test is administered to have the test read. Licensure candidates may also go to their physician, Urgent Care, or other walk-in clinic, but should first call for details.

<p>University Health Services Richard E. Lindner Center 2751 O’Varsity Way, 3rd Floor Cincinnati, OH 45221-0010 513-556-2564</p> <p>Hours Monday, Tuesday, Thursday and Friday 8:30 am - 4:30 pm Wednesday 9:30 am - 4:30 pm No tests on Thursdays—readings only.</p> <p>Appointment is required (schedule a TB test).</p>	<p>Hamilton County Tuberculosis Control Clinic 184 East McMillan Street Cincinnati, OH 45219 513-946-7628</p> <p>Hours Monday, Wednesday, Thursday and Friday 8:30 am - 4:00 pm Tuesday 9:00 am - 4:00 pm No tests on Thursdays—readings only.</p> <p>No appointment needed.</p>
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Applying for the License

Q. Where and when do I apply for the Intervention Specialist License?

A. **For those in the Ohio K-12 Mild/Moderate Intervention Specialist Program Strand**, while in your second-to-last quarter, and after you have passed the PRAXIS II test 0354 and PRAXIS II test 0204 please contact Karen Schmidt (schmidkn@ucmail.uc.edu or 556-0297) to receive a copy of the application form, fill it out and return it to her. http://www.cech.uc.edu/oaci/licensure_appl_information/ We can forward it to the state for processing while you are completing your final quarter of classes.

Instructions for Fingerprinting for Bureau of Criminal Investigations Civilian Background Check

The state of Ohio requires affirmation of the moral character and conduct of education students. A criminal background check is a required part of the application process for cohort and licensure. The College of Education, Criminal Justice, and Human Services (CECH), therefore, is informing you of this requirement.

As part of the cohort and internship selection process, all students in the Early Childhood, Middle Childhood, Secondary and Special Education programs must have a background check done immediately.

Students must show their ID at the University of Cincinnati Public Safety office located in Three Edwards Center, Monday-Friday between the hours of 10 a.m. and 3 p.m. They will be asked to complete and sign a release form.

The cost for a BCI check (state of Ohio) at the University of Cincinnati Public Safety office is \$25. The cost for an FBI check (national) is \$34. Students who have not lived in the state of Ohio continuously for the past 5 years must have both background checks done. Students can pay for both (\$59) in cash or by personal check, made payable to University of Cincinnati. Electronic reports are available in three to five days.

Students may choose another location to complete their electronic fingerprints from any of the official locations listed by county at: <http://www.webcheck.ag.state.oh.us/webcheckcommunity.htm>.

It is the responsibility of the student to submit a copy of their BCI report to the Student Services Center, One Edwards Center, Suite 1110.