

Graduation & Licensure

1. Register to take the Praxis II Examinations

Contact your department advisor for program requirements as to when to take the test.

Register on line at <http://www.ets.org/praxis>

- Principles of Learning and Teaching
Register for the appropriate test for your licensure level.
- Content Area Test
Register for appropriate test for your licensure area.
i.e. Early Childhood Education, Math Education, Physical Education etc.

Note: Praxis requirements are subject to change by the action of the Ohio Department of Education

2. Fingerprints

Current fingerprints completed within the past year need to be on file with the Ohio Department of Education before license will be issued.

You may use the electronic fingerprinting option available from Miami's Police Services Center, Rt. 73 (4945 Oxford Trenton Road), (513) 529-2222.

Final Semester before Graduation:

1. Apply for Graduation

Information available in Room 112, Campus Avenue Building, (513) 529-8724, www.units.muohio.edu/reg
Apply the first few weeks of your last semester

Application dates are noted on your degree audit report (DAR)

- Complete graduation application and pay graduation fee

2. Office of Career Services Registration

Information available in 241 Hoyt Hall, (513) 529-3831.

- Register for on-campus interviewing and referral
Visit web site at <http://www.muohio.edu/careers>
Obtain and follow "Employment Guide for Teacher Candidates"

3. Apply for Teacher License

Application forms are available on line at: www.ode.state.oh.us or Student Services, 202 McGuffey Hall

- Complete 2 Year Initial Provisional License application
AND

- Return completed two year application and check for \$80.00 payable to "Treasurer State of Ohio" (\$20 for each additional license type) to: Student Services, School of Education, Health, and Society, 202 McGuffey Hall, Miami University, Oxford, OH 45056, (51) 529-6421.**

Your application will be on file in our office and will be forwarded to the Ohio Department of Education for processing once your degree is awarded by the Office of the Registrar. The license will be mailed to you directly from the Ohio Department of Education. (Allow at least three to four weeks.) You can check the status of your license application and fingerprints on their web site at: <http://www.ode.state.oh.us>
If you have any questions regarding your license, you can reach the Office of Licensure at (614) 466-3593.

4. Print DAR (Degree Audit Report)

At the end of your final semester before graduation, print a copy of your DAR.

Once you graduate your DAR will no longer be available.

The DAR provides your major hours, major gpa, etc. which you may need for job applications.