



**TECHNOLOGY DIRECTOR GRADUATE CERTIFICATE AND  
ENDORSEMENT (COMPUTER/TECHNOLOGY: K-12)  
PROGRAM CHECKSHEET 2025-2026 CATALOG**

**Advising Questions:**  
419.289.5486 or email  
[COE-advising@ashland.edu](mailto:COE-advising@ashland.edu)

The initial review of all transfer credit associated with this checksheet is nonbinding and unofficial until the courses have been approved by the Office of Records and Registration.

EVALUATION FOR (Name): \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DEGREE \_\_\_\_\_ DATE \_\_\_\_\_ COLLEGE/UNIVERSITY \_\_\_\_\_ GPA \_\_\_\_\_

CURRENT LICENSE(S) HELD: \_\_\_\_\_

EMPLOYING SCHOOL DISTRICT: \_\_\_\_\_

AU ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**PROGRAM CANDIDACY:** Admission to the Technology Director (Technology/Computer) Endorsement program occurs upon entry to the Graduate School at AU. This program is available to licensed teachers only.

**CONTINUED CANDIDACY IN PROGRAM:** Candidates are to maintain a cumulative grade point average of 3.0 or above. College of Education courses below a C- must be repeated.

**A GRADUATE CERTIFICATE IS NOT A TECHNOLOGY DIRECTOR ENDORSEMENT:** The Technology Director Graduate Certificate can be used toward a Technology Director Endorsement with completion of the following licensure tests. **Ohio Assessment for Educators (OAE) Tests: *Computer/Technology Subtest I (016) & Subtest II (017)*.** This list is subject to change by the ODE.

**RECOMMENDATION FOR LICENSURE:**

**APPLICATION DEADLINE** Once a candidate has completed the required coursework for a given licensure or endorsement program, they must apply for licensure or endorsement within one year in order to be recommended by Ashland University.

**REQUIRED TESTS:** The following licensure test(s) must be passed before AU will recommend a candidate to the Ohio Department of Education (ODE) for this endorsement. This list is subject to change by the ODE.  
Ohio Assessment for Educators (OAE) Tests: *Computer/Technology Subtest I (016) & Subtest II (017)*.

**TRANSFER POLICY:**

- Up to 3 semester hours of transfer coursework may be applied to the *Education Coursework* on the following page. If the hours are also used within an M.Ed. program, they count toward the 12 hours of transfer credit that may be applied to that program.
- All transferred courses must have been completed within 5 years of beginning the program.
- Graduate courses must have a grade of B or above to qualify for transfer.
- Course syllabi may be required for transfer credit.
- Official transcripts from originating accredited institution(s) are required.
- After entering the program, approval must be obtained for any courses taken from another accredited institution prior to enrolling in the course(s). The *Transient Student Form* must be completed and approved by the Office of Records and Registration. No transfer credit will be given until an official transcript from the originating accredited institution has been submitted to Ashland University.

## REQUIRED EDUCATION COURSEWORK:

NUMBER	TITLE	HRS	If transferred, list course number, title, institution name, and grade
EDCI 522	Foundations of Education Technology (Candidates who took EDCI 505 within the past five years may substitute that course for EDCI 522.)	3	_____
EDCI 516	Generative AI Applications in Educational Technology (Prerequisite: EDCI 505 or 522)	3	_____
<sup>1</sup> EDCI 536	Instructional Design for Technology Integration (Prerequisite: EDCI 505 or 522)	3	Must be taken through Ashland University
<sup>1</sup> EDCI 537	Social, Cultural, and Political Aspects to Technology Use in the Education of All Students (Prerequisite: EDCI 505 or 522)	3	Must be taken through Ashland University
<sup>1</sup> EDCI 538	Designing and Implementing Professional Development for the Technology Leader (Prerequisite: EDCI 505 or 522)	3	Must be taken through Ashland University
EDCI 633	Organization and Transformation Change through Technology (Prerequisite: EDCI 505 or 522)	<u>3</u>	_____
TOTAL HOURS OF REQUIRED EDUCATION COURSEWORK		18	

No more than one 3-credit-hour course may be transferred from another institution for this program.

<sup>1</sup>Students enrolled in this course are required to perform one or more K-12 school-based field placement that may involve the collaboration or supervision of a classroom teacher currently serving a specific population of students. Students enrolled in this class are expected to arrange those field placements without the coordination of Ashland University's College of Education. These field placements are embedded thematically into the Educational Technology professional courses.

TRANSFER CREDIT RECOMMENDED BY TECHNOLOGY FACULTY: \_\_\_\_\_ DATE: \_\_\_\_\_

TRANSCRIPT EVALUATOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## IMPORTANT NOTES:

- Program Checksheets completed prior to an individual's acceptance to the university are nonbinding and unofficial. The student's Program Checksheet is simply a list of the required courses for the degree or licensure. If the individual's application to the university is not submitted and approved within one semester of the date on the Checksheet, or the requirements for a given program have changed, they will be required to sign a new Program Checksheet. It is the student's responsibility to notify the university should they change from one degree, licensure, or endorsement program to another or add an additional program. Completed coursework is to be applicable to a student's program(s) of record.
- It is the student's responsibility to submit all appropriate transcripts required for transfer credit. This should be completed within the first semester. Transfer credit noted on a Program Checksheet is not official until it has been reviewed and approved by the Office of Records and Registration. The student needs to monitor the status of his or her transfer credit.
- Students are to contact the Financial Aid Office when a change in the program occurs. Changes may result in an increase in the number of hours required to complete a program and may result in potential changes in financial obligations..

***I have reviewed all pages of this document with the individual requesting this Program Checksheet.***