Drake Institute Teaching Endorsements | Guidelines for Documentation

Teaching Endorsements are curated professional learning experiences vetted and awarded by the Drake Institute to recognize those who participate in dedicated professional learning and reflection. Please use these guidelines as suggested ways to record your achievements.

# Annual Reviews

* If you are writing a description about your experience completing the Teaching Endorsement, consider describing the learning outcomes and teaching and learning core competency areas that were developed. Revisit that information [here](https://drakeinstitute.osu.edu/our-programs-and-services/all-who-teach/teaching-endorsements).

# Buckeye Learn

* A certificate and record of your Teaching Endorsement will be added to your transcript in Buckeye Learn.
	+ *Records are updated three times per year, at the completion of each Teaching Endorsement application cycle (January, June, September).*
* View instructions to access Buckeye Learn certificates [here](https://admin.resources.osu.edu/buckeyelearn/buckeyelearn-for-learners/save-or-print-a-certificate-of-completion?check_logged_in=1).
* You may wish to print or download a copy of this individual certificate, or your complete Buckeye Learn transcript (which will include all trainings that have been recorded in Buckeye Learn), as documentation of your professional learning.

# Curriculum Vitae or Resume

* Consider adding your Teaching Endorsement to one of the following sections:
	+ Education
	+ Professional Development (or Professional Learning)
* Depending on the formatting of your Curriculum Vitae/Resume, it is recommended that you include the award date (or date range of participation), name of the Teaching Endorsement, and that it was awarded through the Drake Institute for Teaching and Learning.
* If you are writing a description about your experience completing the Teaching Endorsement, consider describing the learning outcomes and teaching and learning core competency areas that were developed. Revisit that information [here](https://drakeinstitute.osu.edu/our-programs-and-services/all-who-teach/teaching-endorsements).

# Ohio State University Transcript (Graduate Students Only)

* If you are a Graduate Student, your Teaching Endorsement will be included on your official Ohio State transcript as a milestone.
	+ *Please note: you must submit your Teaching Endorsement application prior to your final semester to have the milestone on your transcript.*
* You will also have a certificate and record of your Teaching Endorsement added to your transcript in Buckeye Learn (see above).

# Promotion and Tenure

* If you are preparing your core dossier, consider describing the Teaching Endorsement’s learning outcomes and core competency areas in one of the dossier narratives related to teaching (e.g., Professional Development Related to Teaching). Revisit Teaching Endorsement information [here](https://drakeinstitute.osu.edu/our-programs-and-services/all-who-teach/teaching-endorsements).