

2-Year Provisional License Renewal, or Advance a 2-Year Provisional to a 5-Year Professional License

This application has two pages to be completed. Please fill in, print and sign.

Personal Information

Educator ID or SSN - - Birthdate

Male Female



First Name Middle Initial

Last Name

Address

City State

Zip Code

E-mail

Home Phone Cell Phone

Other names which may appear on official documents (e.g. maiden)

Use this application for
Renewal of a 2-Year Provisional License
or
Advance a 2-Year Provisional Teaching, or Counselor, or Principal License to a 5-Year Professional License

Mail application and fee to:
Office of Educator Licensure
25 South Front Street, Mail Stop 105
Columbus, OH 43215

Amount Enclosed \$

FIRST OHIO LICENSE, CERTIFICATE OR PERMIT

When an individual submits an application for their very first license, certificate or permit issued by the Ohio Department of Education (ODE), a BCI and FBI background check report, completed within 365 days of the date the application is received, must be on file at ODE.

RENEWALS AND ADDITIONAL LICENSES, CERTIFICATES OR PERMITS

Have you lived continuously in Ohio for the past 5 years? You must check one.

YES

An **FBI** background check is required if the report on file with ODE is more than 5 years old at the date the application is received. A **BCI** background check is required if you do not have one on file with ODE.

NO

Both the **BCI** and **FBI** background checks are required if the reports on file with ODE are more than five years old on the date the application is received.

Please note:

The Ohio Department of Education is not able to accept paper reports. All background check reports must be submitted to this office via *electronic* submission directly from the Ohio Bureau of Criminal Investigation. When you have your fingerprints taken at a WebCheck facility please ask the person taking the prints to check the box under 'Reason Fingerprinted' to send the results to the Ohio Department of Education per example below:

Reason Fingerprinted

Send to the Ohio Department of Education

Please **do not** use the Department of Education address in the 'mail to' section because the department is not able to utilize paper reports.

For more information on how to complete this electronic process, please visit: <http://www.ohioattorneygeneral.gov/Services/Business/WebCheck>.

LEGAL QUESTIONS

Each question **MUST** be answered by checking the appropriate box.

If you answer YES to any question, attach an explanation to this application.

Please indicate the **year of conviction**, the **nature of the offense**, and the **court where the matter was heard**.

HAVE YOU EVER ...

<input type="radio"/> YES	<input type="radio"/> NO	Been convicted of, found guilty of, pled guilty to , or pled no contest to any misdemeanor other than a traffic offense?
<input type="radio"/> YES	<input type="radio"/> NO	Been convicted of, found guilty of, pled guilty to , or pled no contest to any felony?
<input type="radio"/> YES	<input type="radio"/> NO	Had a criminal conviction sealed or expunged?
<input type="radio"/> YES	<input type="radio"/> NO	Had ANY professional certificate, license, or permit, or an application for same, revoked, suspended, limited or denied?
<input type="radio"/> YES	<input type="radio"/> NO	Surrendered ANY certificate, license or permit, other than a driver's license?

I certify under penalty of loss of my right to teach or work in the schools of Ohio that the answers to these five questions are true and correct in every respect.

Signature _____

Date _____

Credential Information - Indicate License Request

Please indicate the license type(s). You may use the code sheet on Page 3 to find your license TYPE codes.

The teaching field and endorsement codes will be automatically entered by the Office of Educator Licensure.

2-Year Provisional License Renewal

Please submit **OFFICIAL TRANSCRIPTS (no photocopies or grade reports)** showing all coursework required for the renewal. If transcripts are to be sent separately from the application, include a note indicating which college(s) will be sending transcripts.

Route B Career-Technical Licenses: Individuals who are renewing a Path B Career-Technical license must submit a completed CTE-37 Form signed by the university official verifying eligibility to renew. Transcripts are not required for a Path B renewal.

Advance a 2-Year License to a 5-Year Professional License upon fulfilling requirements of the Transition Resident Educator Program including mentoring and formative assessment.

Resident Educators must have their mentor and superintendent sign below verifying completion of the Transition Resident Educator Program including formative assessments with an ODE certified mentor.

Route B Career-Technical Licenses: Individuals who are advancing a Path B Career-Technical license must submit a completed CTE-37 Form signed by the university official verifying that all program requirements have been met.

I certify the applicant fulfilled the requirements of the Transition Resident Educator Program using the required formative assessment tools.

Signature of Mentor	School or District	IRN#	Date
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I certify the applicant fulfilled the requirements of the Transition Resident Educator Program and the mentor is an ODE-certified mentor.

Signature of Superintendent	School or District	IRN#	Date
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Advance a 2-Year License to a 5-Year Professional License upon fulfilling the Entry Year Program and Praxis III Assessment if completed prior to July 1, 2009.

Teachers who successfully completed the entry year and Praxis III Assessment may submit a letter, on district letterhead, signed by the superintendent of the district where the entry year program was completed, verifying successful completion of the mentoring component of the entry year program. Praxis III Assessment data needs to have been reported directly to the Ohio Department of Education.

Route B Career-Technical Licenses: Individuals who are renewing a Path B Career-Technical license must submit a completed CTE-37 Form signed by the university official verifying eligibility to renew. Transcripts are not required for a Path B renewal.

Advance a 2-Year License to a 5-Year Professional License upon successful completion of the Induction Year for School Counselors

The holder of a 2-year School Counselor license must successfully complete an Induction Year under the supervision of a fully licensed school counselor. Please submit the School Counselor Induction Year Form, signed by the superintendent and supervising licensed school counselor. The Verification Form may be found on the ODE web site at: education.ohio.gov keyword search: Induction Year.

Advance a 2-Year Principal License to a 5-Year Professional License

EFFECTIVE YEAR

The effective year for an Ohio license begins July 1, regardless of the date of issuance. When renewing, you may apply after January 1 of the year the license expires.

License to begin on July 1,

MAIL TO ORGANIZATION - Please choose only one.

School District

IRN #

Home Address

APPLICANT SIGNATURE

I certify under penalty of the loss of my right to work in the schools of Ohio that the information provided on this page of the application is true and correct in every respect.

Signature _____

Date _____

Print Name

General Instructions
Use this application to:
Renew a 2-Year Provisional License

Advance a 2-Year Provisional Teaching, School Counselor, or Principal to a 5-Year Professional License

Advance an Alternative TEACHING License to a Standard License

Application status may be checked on the web site at: education.ohio.gov .
Use the search option to access **Educator Profile**.

PLEASE DO NOT STAPLE MATERIALS TOGETHER.

Please fill in, print, sign and mail to : Office of Educator Licensure
25 South Front Street, Mail Stop 105
Columbus, OH 43215

ENTRY YEAR PROGRAM AND PRAXIS III ASSESSMENT ** IF COMPLETED PRIOR TO JULY 1, 2009. **

Teachers who successfully completed the entry year and Praxis III Assessment may submit a letter, on district letterhead, signed by the superintendent of the district where the entry year program was completed, verifying successful completion of the mentoring component of the entry year program. Praxis III Assessment data needs to have been reported directly to the Ohio Department of Education.

FEES:

A check or money order payable to "Treasurer, State of Ohio" covering the application fee(s) specified for the license(s) requested must accompany each application. **Do not send cash.**

Please note: \$25 of the processing fee is non-refundable if eligibility requirements for the license are not met.

2-Year Provisional License **RENEWAL** = \$ 80 for the first license type
\$20 for each additional license type requested with the same effective year

Advance a 2-Year Provisional License to a 5-Year Professional License:

Teacher = \$ 100
\$ 20 for each additional license type requested with the same effective year.

Counselor = \$ 200

Principal = \$ 200
\$ 20 if aligned to an existing 5 year professional teaching license.

LICENSE TYPES

- (62) MIDDLE CHILDHOOD (4-9)
- (63) ADOLESCENCE TO YOUNG ADULT (7-12)
- (64) MULTI-AGE (PK-12)
- (65) INTERVENTION SPECIALIST
- (66) CAREER-TECHNICAL
- (71) EARLY CHILDHOOD (PK-3)
- (72) EARLY CHILDHOOD INTERVENTION SPECIALIST (PK-3)
- (73) PRINCIPAL
- (74) PUPIL SERVICES (school counselor)