

Initial Ohio License Application - In State for Individuals who completed a program in Ohio

This application has 2 pages to be completed. Please print using black or blue ink only.

PERSONAL INFORMATION

Educator ID or SSN _____ Birthdate _____

Gender _____ Male _____ Female _____

First Name _____

Last Name _____ MI _____

Address _____

City _____ State _____

Zip Code _____

E-mail _____

Home Phone _____ Cell Phone _____

Other names which may appear on official documents (ex: maiden) _____



Use this application for:

**Initial License
or
Adding a Teaching Field**

after completing a
program of preparation at an
Ohio College/University
or
an equivalent program through
the Supplemental pathway

Amount enclosed: \$ _____

FINGERPRINTS - BCI and FBI checks are valid for 365 days from the date the check was completed

ALL applicants are required to submit an Ohio BCI civilian background check AND an FBI background check from the Federal Bureau of Investigation. 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 Teacher Cert per example below:

Reason Fingerprinted

Send to Teacher Cert

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.webcheck.ag.state.oh.us/national_webcheck.htm.

If the WebCheck you use does not have FBI capability you must complete an FBI fingerprint card containing traditional "rolled" fingerprints. The Office of Educator Licensure will provide the card and instructions for you upon your request at 614/466-3593.

LEGAL QUESTIONS Each Question MUST be answered by placing an X in the appropriate box

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

Please include the year of conviction, the nature of the offense, and the court where the matter was heard

YES	NO	HAVE YOU EVER
		Been convicted of, found guilty of, pled guilty to, or pled no contest to any misdemeanor other than a traffic offense?
		Been convicted of, found guilty of, pled guilty to, or pled no contest to any felony?
		Had a criminal conviction sealed or expunged?
		Had ANY professional certificate, license, or permit, or an application for same, revoked, suspended, limited, or denied?
		Surrendered ANY certificate, license, or permit?

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 of Applicant

Date

Use this application :
 If you completed a program of preparation at an Ohio college or university for a new license,
 or to add a teaching field to an existing license

Application status may be checked on the web site at: www.ode.state.oh.us. Use the search option to access **EDUCATOR PROFILE**.

CREDENTIAL INFORMATION - Indicate license(s) or area(s) requested																			
<input type="checkbox"/> Initial Two-Year Provisional License				\$ 80.00															
<input type="checkbox"/> Initial Five-Year Professional License				\$ 200.00															
<input type="checkbox"/> Initial Two-Year Path B Career-Technical Teaching License (CT-37 form required)				\$ 80.00															
<input type="checkbox"/> Adding a Teaching Field to an Existing License				\$ 20.00															
<table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>				<table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>				<small>(Note: \$25.00 of the processing fee is non-refundable if eligibility requirements for the license are not met.)</small>											
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License types and teaching field codes may be found on the attached code page																			
EFFECTIVE YEAR																			
License to begin on: July 1, _____ The effective for an Ohio license begins July 1, regardless of the date of issuance.																			
EDUCATION LEVEL																			
Highest Degree Completed: ___Associate ___Bachelor ___Master ___Doctorate																			
College or University _____ State _____ Date _____																			
EXPERIENCE																			
From/To	School District	City	State	Positions Held/Subjects Taught	Grades														
SIGNATURE OF RECOMMENDING COLLEGE OR UNIVERSITY OFFICIAL																			
<i>I verify that the applicant has successfully completed the academic and experience requirements prescribed by the State Board of Education and the laws of Ohio.</i>																			
_____ Signature of Ohio College or University Official		_____ College/University Name and IRN #		_____ Date															
SUPPLEMENTAL PATHWAY TO LICENSURE																			
Individuals who held a Supplemental teaching license and did not complete an approved program of preparation through an Ohio college or university may request an equivalent review by the Office of Educator Licensure for eligibility to advance to a standard teaching license in the new area. Please carefully read # 10 in the General Instructions and submit the documentation requested.																			
<input type="checkbox"/> I request an evaluation for licensure by the Office of Educator Licensure																			
MAIL TO INDIVIDUAL OR ORGANIZATION (check only one)																			
<input type="checkbox"/> Applicant's address																			
<input type="checkbox"/> Ohio College/University		Name of Institution _____		IRN # <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>															
<input type="checkbox"/> Ohio school/district:		Name of school/district _____		IRN # <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>															
APPLICANT SIGNATURE																			
<i>I certify under penalty of loss of my right to teach in the state of Ohio that the information provided on this application is true and correct in every respect.</i>																			
_____ Signature of Applicant				_____ Date															
_____ Print Name																			

General Instructions for an Initial Ohio License

Application status may be checked on the web site at: www.ode.state.oh.us. Use the search option to access **EDUCATOR PROFILE**.

1. **PLEASE DO NOT STAPLE MATERIALS TOGETHER.**
Please use a black or blue pen to complete this application.
2. **Application fee:**
Applicants must submit a check or money order for processing the application, payable to "**Treasurer, State of Ohio.**" (do not send cash).
(Note: \$25.00 of the processing fee is non-refundable if eligibility requirements for the license are not met.)

2-Year License:
\$80.00 for the first license type, \$20.00 for each additional license type requested for the same effective year.

5-Year License:
\$200.00 for the first license type, \$20.00 for each additional license type requested for the same effective year.

Adding a teaching field to an existing license::
\$20.00
3. **Effective Year:** An initial license may be backdated to July 1 of the current school year, or dated with the upcoming July 1 effective date.
4. **Legal Questions:** An application will not be processed unless all questions in this section are answered.
5. Applicants for an initial 2-Year Provisional Path B career-technical teaching license based on an evaluation by the superintendent of the employing school district (CTE-36) and admission to an approved 24-hour program at an Ohio college or university **must attach a completed CTE-37 form** signed by the district superintendent and the university official.
6. **Educational Level and Teaching or Administrative Experience:**
All applicants must fill out the Education Level section.
7. **Experience**
All applicants must fill out the experience section.
8. **School Counselor:** Individuals who have successfully completed all requirements for school counselor but do not evidence two years of classroom teaching under a standard teaching credential will be recommended for an initial two-year provisional license. The two-year provisional license for school counselor shall be required for entry into an induction year for school counselor.
9. **Signature of Recommending College Official.** Applications for those completing Ohio approved programs must be signed by the Ohio dean or head of teacher education verifying that the applicant has successfully completed the academic and experience requirements prescribed by the State Board of Education and the laws of Ohio.
10. **Equivalent Review by the Office of Educator Licensure.** Individuals who request the equivalent review for licensure must submit official transcripts evidencing all coursework completed for the new area; and a letter, on letterhead, from the employing superintendent or head of school verifying successful completion of a minimum of two years of mentored teaching under the Supplemental teaching license. Note: Individuals who received an evaluation for licensure through the supplemental pathway from this office may attach a copy of the evaluation with their application form
11. Applicants for the following licenses shall submit a photocopy of a currently valid license issued by the respective Ohio licensure board: **school audiologist, school social worker, school speech-language pathologist, school nurse, occupational therapist, physical therapist, occupational therapy assistant, and physical therapy assistant.**

In addition, applicants for occupational therapist and physical therapist must submit an official transcript evidencing a baccalaureate degree conferred. Applicants for occupational therapy assistant and physical therapy assistant must submit an official transcript evidencing an associate degree conferred.
12. **Out of State Applicants:** Individuals who complete a preparation program for an initial license or a program to add an area to an existing Ohio certificate or license should contact the Office of Educator Licensure at (614) 466-3593 to request an out-of-state application form and information packet.
13. Applications may be mailed to:

The Ohio Department of Education
Office of Educator Licensure
25 S. Front Street, Mail Stop 105
Columbus, Ohio 43215

(62) MIDDLE CHILDHOOD (4-9)

050150 Language Arts and Reading (4-9)
110100 Mathematics (4-9)
130102 Science (4-9)
150003 Social Studies (4-9)

(63) ADOLESCENCE TO YOUNG ADULT (7-12)

050145 Integrated Language Arts
110094 Integrated Mathematics
150004 Integrated Social Studies
132010 Integrated Science
132020 Physical Science (Physics & Chem)
132150 Physical Sciences: Chemistry
132160 Physical Sciences: Physics
132030 Life Sciences
132034 Life Sciences/Earth Sciences
132035 Life Sciences/Physics
132036 Life Sciences/Chemistry
132040 Earth Sciences
132045 Earth Sciences/Physics
132046 Earth Sciences/Chemistry

(64) MULTI-AGE (PK-12)

180600 Bilingual Education
111780 Computer Information Science
080302 Dance
050338 Drama /Theater
080115 Health
050675 Library/Media
060230 Modern Language-French
060235 Modern Language-German
060150 Classical Language-Greek
060245 Modern Language-Italian
060250 Modern Language-Japanese
060107 Classical Language-Latin
060625 Modern Language-Russian
060265 Modern Language-Spanish
120050 Music
080305 Physical Education
050250 TESOL (Teaching English to Speakers of Other Languages)
020012 Visual Arts

(65) INTERVENTION SPECIALIST

196212 Gifted (K-12)
196140 Mild/Moderate Needs (K-12)
196142 Moderate/Intensive Needs (K-12)
196109 Visually Impaired (PK-12)
196116 Hearing Impaired (PK-12)

(66) CAREER-TECHNICAL

(**Bolding** indicates baccalaureate program for Route A licensure path only)

Agriculture

010100 Agriscience
010101 Animal Production
010104 Production Agriculture
010131 Equine Science
010191 Zoo Animal Production & Care
010200 Agribusiness
010300 Agricultural Industrial Equipment
010400 Food Science
010500 Horticulture
010600 Natural Resources
010699 Environmental Management

Business

140550 Integrated Business
140100 Accounting
140200 Business Information Systems
140300 Administrative Office Technology
140800 Business Admin. & Management

Technology

160610 Technology Education

Marketing Education

040800 General Marketing Education
040115 Entertainment Marketing
041118 Travel & Tourism Marketing

040810 Marketing Management
040820 E-Commerce Marketing
040830 Marketing Technology
040840 Sports Marketing
041900 Acquisition & Logistics

Family and Consumer Sciences Ed.

090120 Family & Consumer Sciences

090660 Family & Consumer Sciences Careers

090201 Early Childhood Education & Care
090203 Culinary Arts & Food Serv. Mgt.
090205 Hotels and Resorts

Health Occupations

070101 Dental Assistant
070103 Dental Lab. Technician
070203 Medical Lab Assisting
070204 Phlebotomy
070302 Practical Nursing
070303 Nurse Assistant
070305 Surgical Technology
070307 Home Health Aide
070410 Fitness Aide/Athletic Trainer
070603 Optometric Occupations
070904 Medic Assistant
070906 Community Health Aide
070912 Pharmacy Assisting
070913 Health Unit Coordination
070994 Patient Care Technician
070998 DHO Instructor
074820 Diagnostic Pathway
074830 Therapeutic Pathway
074840 Health Support Pathway
074850 Biotechnology
074890 Health Informatics Pathway
079950 Practical Nurse Coordinator

Trade and Industry

170100 Air Cond./Heating
170200 Appliance Repair
170301 Auto Collision Repair
170302 Automotive Technology
170303 Auto Specialization
170400 Aviation Occupations
170401 Aircraft Maintenance
170403 Ground Operations
170700 Commercial Art Occupations
170802 Marine Occupations
170900 Commercial Photographry Occup.
171001 Carpentry
171002 Electrical Trades
171003 Heavy Equipment (Construction)
171004 Masonry
171005 Interior Design Applications
171007 Plumbing & Pipefitting
171011 Building & Property Maintenance
171012 Industrial Maintenance & Repair
171017 Building Technology
171100 Custodial Services
171200 Medium/Heavy Truck Technician
171300 Drafting Occupations
171402 Power Transmission
171503 Electronics
171504 Telecommunications
171805 Construction--Design-Build
171806 Construction--Management
171807 Engineering Technologies--Design
171808 Engineering Tech--Processes
171809 Engineering Tech--Products/Services

171900 Graphic Occupations
172000 Chemical Laboratory Assisting
172004 Industrial Laboratory Assisting
172302 Precision Machining
172303 Manufacturing Operations
172306 Welding-Cutting
172307 Tool & Die Making
172602 Cosmetology
172700 Plastics Occupations
172801 Fire fighter Training (Paid)
172802 Criminal Justice

172808 Private Security
172810 Career Paths for the Law Profession
172811 Emergency Medical Technician
173100 Small Engine Repair
173601 Millwork & Cabinet Making
179960 DCT Coordinator

(67) FIVE-YEAR **ASSOCIATE**

180109 PreKindergarten Associate
282100 Educational Paraprofessional
282200 Interpreter for the Hearing Impaired
270550 Occupational Therapy Assistant
270650 Physical Therapy Assistant

(68) SUPERINTENDENT

(71) EARLY CHILDHOOD (PK-3)

(72) EARLY CHILDHOOD INTERVENTION SPECIALIST (PK-3)

(73) PRINCIPAL

280100 Principal (grades PK-6)
280200 Principal (grades 4-9)
280300 Principal (grades 5-12)

(74) PUPIL SERVICES

270100 School Audiologist
270200 School Counselor
270300 School Social Worker
270400 School Speech-Language Pathologist
270700 School Psychologist
270800 School Nurse
270900 Orientation and Mobility Specialist
270500 Occupational Therapist
270600 Physical Therapist

(80) ADMINISTRATIVE SPECIALIST

281100 Educational Research
281200 Educational Staff Personnel Administration
281300 Curriculum, Instruction, and Professional Development
281400 Pupil Services Administration
281500 School-Community Relations
281600 Vocational Education Admin.

ENDORSEMENTS

080505 Adapted Physical Education (limited to phys. ed. license)
510250 Adult Education (for full-time adult programs)
111770 Computer/Technology
210100 Driver Education (limited to an adolescence to young adult or multi-age teacher license)
196210 Gifted Intervention Specialist K-12
050315 Literacy Specialist
059902 Reading
600100 Career Based Intervention
050275 TESOL (teaching English to speakers of other languages)
180500 Bilingual
600120 Career-TechnicalWork-Site Teacher/Coordinator (limited to career-tech license)
600010 Transition to Work (limited to intervention specialist license or career-tech)
180108 PreKindergarten
196097 PreKindergarten Special Needs

Middle Childhood Generalist Endorsements

050155 Language Arts and Reading 4-6
110155 Mathematics 4-6
130155 Science 4-6
150155 Social Studies 4-6