Please do not staple

LN

Initial Ohio License Application – In-State (For individuals who completed a program in Ohio)

PERSONAL INFORMATION

SSN ☐☐☐ – ☐☐ – ☐☐☐☐

– OR – Educator State ID ☐☐ – ☐☐☐☐☐☐☐

Birthdate _____ ◯ Male ◯ Female

First Name _____ MI _____

Last Name _____

Address _____

_____

City _____ State _____ Zip _____

Home Phone ( ) – Cell Phone ( ) –

E-mail _____

Other names that may appear on official documents (maiden, etc.)

_____

Ohio | Department of Education

Office of Educator Licensure
25 S. Front St., Mail Stop 105
Columbus, Ohio 43215-4183

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

Use this application for a **Initial License** or **Adding a Teaching Field** after completing a program of preparation **at an Ohio college/university.**

Please check one:

◯ New
◯ Correct Effective Year

Amount enclosed: $ _____

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BACKGROUND CHECKS

First Ohio License, Certificate or Permit

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

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 to the Ohio Department of Education per the 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 **www.ohioattorneygeneral.gov/Services/Business/WebCheck**.

LEGAL QUESTIONS (Each question MUST be answered by clicking on the appropriate box.)

If you answer YES to any question, attach an 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?

◯ Yes ◯ No Have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any felony?

◯ Yes ◯ No Have you ever had a criminal conviction sealed or expunged?

◯ Yes ◯ No Have you ever had ANY professional certificate, license, permit, or an application for the same, revoked, suspended, limited or denied?

◯ Yes ◯ No Have you ever surrendered ANY certificate, license or permit, other than a driver's license?

APPLICANT SIGNATURE

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

CREDENTIAL INFORMATION (Indicate License(s) or area(s) requested.)

Please indicate the license type(s). You may use the code sheet on Page 4 to find your license TYPE codes. The teaching field and endorsement codes will be automatically entered by the Office of Educator Licensure.

- ☐ Initial Four-Year Resident Educator License ..... $ 160
- ☐ Initial Four-Year Resident Educator License for individuals who hold a Two-Year Provisional License (Note: College signature not required.) ..... $ 160
- ☐ Initial Five-Year Professional License ..... $ 200
- ☐ Initial Five-Year Associate License ..... $ 100
- ☐ Adding a Teaching Field to an Existing License ..... $ 20
- ☐ Correct effective year to _____ ..... $ 20

License types and teaching field codes may be found on page 4 of this applications.

License Type ☐☐
Teaching Field ☐☐☐☐☐☐
Teaching Field ☐☐☐☐☐☐

License Type ☐☐
Teaching Field ☐☐☐☐☐☐
Teaching Field ☐☐☐☐☐☐

EFFECTIVE YEAR

License to begin on July 1, _____ The effective year 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 Month/Year	To Month/Year	School District	City	State	Position Held/Subjects Taught	Grades
Jan.	Jan.					
Jan.	Jan.					
Jan.	Jan.					

SIGNATURE OF RECOMMENDING COLLEGE

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.

Signature of Ohio College or University Official _____ Date _____

College/University Name _____ College/University IRN# ☐☐☐☐☐☐

MAIL TO ORGANIZATION – Mark only one.

◯ Applicant's Address _____

◯ Ohio College University Name of Institution _____ IRN # ☐☐☐☐☐☐

◯ Ohio School District Name of School/District _____ IRN # ☐☐☐☐☐☐

APPLICANT SIGNATURE

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

Signature of Applicant _____

Print Name _____ Date _____

GENERAL INSTRUCTIONS
for an Initial Ohio License – In-state

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

1. **Please do not staple materials together.** Please fill in, print and then sign the 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.** Please note: $25 of the processing fee is non-refundable.

   4-Year Resident Educator License
   $160 for the first license type, $20 for each additional license type requested for the same effective year.

   5-Year Professional License:
   $200 for the first license type, $20 for each additional license type requested for the same effective year.

   5-Year Associate License: $100

   Adding a teaching field to an existing license: $20

   Correct effective year: $20

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. **Educational Level and Teaching or Administrative Experience:** All Applicants must fill out the education level and experience sections.

6. **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.

7. Applicants for **occupational therapist and physical therapist must submit an official transcript evidencing a baccalaureate degree** conferred. Applicants for **occupational therapy assistant must submit an official transcript evidencing an associate degree** conferred.

8. **Career-Technical Workforce Development Teaching Fields:** Individuals who hold a standard **Vocational** certificate/license and are eligible to apply for an initial Career-Technical license with workforce development teaching fields(s) must submit a CTE-37 Form signed by the employing superintendent and the university verifying that all experience and training requirements have been met.

   Individuals who hold a standard **Career-Technical** license and are eligible to apply to add a workforce development teaching Field(s) to their existing career-technical license must submit a CTE-37 Form signed by the employing superintendent and the university verifying that all experience and training requirements have been met.'

9. **Out-of-State Applicants:** Individuals who complete a preparation program at an institution outside the state of Ohio 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 an information packet. This out-of state application and packet are also available on our website, education.ohio.gov. Search 'out of state.'

License Type and Teaching Field Codes

(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 & Chemistry)
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)
111780 Computer Information Science
080302 Dance
050338 Drama/Theater
080115 Health
050675 Library/Media
060101 Arabic
060102 Chinese
060230 French
060235 German
060150 Greek
060245 Italian
060135 Hebrew
060250 Japanese
060107 Latin
060625 Russian
060265 Spanish
060225 Swahili
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
010100 Agriscience
140550 Integrated Business
040800 Marketing
090120 Family & Consumer Sciences
160610 Technology Education

CAREER-TECHNICAL WORKFORCE DEVELOPMENT LICENSE

Agriculture
010101 Animal Production
010200 Agribusiness
010300 Agricultural Industrial Equipment
010400 Food Science
010500 Horticulture
010600 Natural Resources
012100 Agricultural Biotechnology

Arts and Communications
340100 Visual Design and Imaging
340125 Media Arts
340130 Performing Arts

Business and Administrative Services
140300 Administrative Office Technology
140350 Legal Office Management
140370 Medical Office Management
140800 Business Administration and Management

Construction Technology
170100 Air Conditioning/Heating
171001 Carpentry
171002 Electrical Trades
171003 Heavy Equipment (Construction)
171004 Masonry
171005 Interior Design Applications
171007 Plumbing & Pipefitting
171011 Building & Property Maintenance
171017 Building Technology
171100 Custodial Services
173601 Millwork & Cabinet Making
179960 Diversified Cooperative Training

Education and Training
090201 Early Childhood Education and Care

Engineering and Science Technology
171402 Power Transmission
171504 Telecommunications
171650 Energy Science
171807 Engineering Technology-Design
171808 Engineering Technology-Process
171809 Engineering Technology-Product/Services
172000 Chemical Laboratory Assisting
172004 Industrial Lab Assisting

Finance
140100 Accounting

Government and Public Administration
360224 Government and Public Administration

License Type and Teaching Field Codes Continued

Health Science
070101 Dental Assisting
070103 Dental Laboratory Technology
070203 Medical Laboratory Assisting
070204 Phlebotomy
070302 Practical (Vocational) Nurse
070303 Nurse Assisting
070305 Surgical Technology
070307 Home Health Aide
070410 Fitness Aide/Athletic Trainer Assisting
070603 Optometric Occupations
070904 Medical Assisting
070906 Community Health Aide
070912 Pharmacy Assisting
070913 Health Unit Coordinator
070994 Patient Care Technician
070998 Diversified Health Occupations (DHO)
074820 Tech Prep Diagnostic Cluster
074830 Tech Prep Therapeutic Cluster
074840 Health Support Systems
074850 Biotechnology
074890 Tech Prep Information Cluster

Hospitality and Tourism
041118 Travel & Tourism Marketing
090203 Culinary Arts & Food Service Management
090205 Hotels and Resorts

Human Services
172601 Barbering
172602 Cosmetology
172610 Family and Community Services

Information and Technology
140200 Business and Information Services

Law and Public Safety
172801 Firefighter Training
172802 Criminal Justice
172808 Private Security
172809 Fundamentals of Public Safety
172810 Career Paths for the Law Profession
172811 Emergency Medical Technician-Secondary

Manufacturing Technologies
170200 Appliance Repair
170375 Automation and Robotics
170380 Manufacturing Operations
171012 Industrial Maintenance and Repair
171300 Drafting Occupations
171503 Electronics
172302 Precision Machining
172303 Manufacturing Operations
172306 Welding and Cutting

Marketing Education
047000 Marketing Communications
040810 Marketing Management
041900 Acquisition & Logistics
044105 Entrepreneurship

Transportation Systems
170301 Auto Collision Repair
170302 Auto Technology
170303 Auto Specialization
170400 Aviation Occupations
170401 Aircraft Maintenance
170403 Ground Operations
171200 Medium/Heavy Truck Technician
173100 Power Equipment Technology

(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 Administration

ENDORSEMENTS
080505 Adapted Physical Education (limited to Physical Education license)
510250 Adult Education (full-time adult program)
111770 Computer/Technology
210100 Driver Education (limited 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
185000 Early Childhood (grades 4-5) Generalist (limited to an Early Childhood P-3 license)
600120 Career-Technical Work-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
110315 P-6 Mathematics Specialist
550100 Teacher Leader

MIDDLE CHILDHOOD GENERALIST ENDORSEMENTS
050155 Language Arts and Reading 4-6
110155 Mathematics 4-6
130155 Science 4-6
150155 Social Studies 4-6