Please **do not** staple

OS

Initial Ohio License Application (Program completed outside of 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

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

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

☐ **New**

☐ **Correct effective year**

Amount enclosed: $ _____

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 placing a ✔ in 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

Use this application if you completed a program of preparation outside the state of Ohio for a new license or teaching field.

Application status may be checked by using the Educator Profile link on the ODE website at education.ohio.gov.

LICENSE REQUEST - Indicate license(s) or area(s) requested.

Please read # 2 in the General Instructions of this application before completing this section.

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

☐ Initial Four-Year Resident Educator License

☐ Initial Five-Year Professional License

☐ Adding a Teaching Field to an Existing License

☐ Initial Two-Year Provisional School Counselor License

☐ Correct effective year to _____ .

EFFECTIVE YEAR

License to begin on July 1, _____ . All licenses have an effective date of July 1 of a given academic year. Applicants may request a license backdated to July 1 of the current academic year or forward to July 1 of the next academic year.

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

STUDENT TEACHING

Have you completed student teaching? ☐ Yes ☐ No

Indicate the assignment and grade level _____

OUT-OF-STATE LICENSE

Indicate the state(s) in which you have held a license(s): _____

NTE/PRAXIS II TESTS

Indicate the NTE or Praxis II tests completed:

Test # _____ Date _____

Test # _____ Date _____

Test # _____ Date _____

Test # _____ Date _____

ACTFL TESTS FOR WORLD LANGUAGES

Indicate the ACTFL tests completed

OPI test for _____ (language) Date _____

WPT test for _____ (language) Date _____

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 is true and correct in every respect.

_____ Signature of Applicant

_____ Date

_____ Print Name

GENERAL INSTRUCTIONS PLEASE READ CAREFULLY

Use this application only if you have completed an approved licensure program **outside** the state of Ohio

1. Before completing this application, please download and read the **Instruction Packet for Out-of-State applicants** PDF found under the heading **Initial License (education program completed outside of Ohio)** on our applications webpage. This page may be accessed on the ODE website, education.ohio.gov by selecting the Educator Licensure Applications link under the graduation cap.

2. Please include as many of the required items as possible with your application. If transcripts or any other materials must be mailed separately, enclose a note telling us specifically what items to expect and from where. **Do not staple documents to the application**. Please use black or blue ink only.

3. **CREDENTIAL INFORMATION** (See page 4 for license code information)

   4-Year Resident Educator License - apply for this license if you are requesting license type(s) 62, 63, 64, 65, 66, 71, or 72 and have fewer than three (3) years of teaching experience under a standard teaching certificate or license.

   5-Year Professional License - apply for this license if you:

   1) are requesting license type(s) 68, 73, 74 (*See **Note**), 80, or 67 (5-year associate)

   OR

   2) have three (3) years of teaching experience in another state under a standard certificate or license and are requesting license type(s) 62, 63, 64, 65, 66, 71, or 72.

   ***Note:** Pupil Services, School Counselor License (type 74, 270200)

   Individuals who hold a School Counselor license from another state may apply for an Ohio **5-year professional** license with official verification of either two years of teaching under a standard teaching license; or three years of experience as a school counselor under a standard school counselor license in another state. Individuals who do not meet the experience requirements may apply for a 2-Year Provisional School Counselor License.

4. **APPLICATION INFORMATION:**

   Evaluation fee (non-refundable) = $ 50

   Application processing fees:

2-Year Provisional School Counselor	=	$ 80
4-Year Resident Educator	=	$ 160
5-Year Professional	=	$ 200
Adding a teaching field	=	$ 20
Correct effective year	=	$ 20

   A. Applicants completing approved educator preparation programs outside of Ohio for an initial license or to add a new teaching field must pay a fee of $50 for a credential evaluation in addition to the application processing fee. If you are applying for more than one license type in section C, there is a $20 fee for each additional type requested. A **check or money order**, payable to **Treasurer, State of Ohio**, must be submitted with your application form. Do not send cash.

   B. **Licensure Tests** Please do not submit your application materials until all necessary tests have been scheduled or completed.

   Praxis II tests: The Educational Testing Service must send the applicable NTE/Praxis II score reports ***directly to the Office of Educator Licensure. Photocopies of NTE/Praxis II score reports are not acceptable***. Ohio's recipient number is **R7945**. Applicants who began college coursework after July 1, 1987, or did not complete licensure requirements until after July 1, 1991, are required to successfully complete the applicable portions of the test as indicated for Ohio in the Praxis bulletin. Information about Praxis tests may be accessed at www.ets.org/praxis.

   ACTFL tests: World language teaching fields require the American Council on the Teaching of Foreign Languages (ACTFL) Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT). Information about the ACTFL tests may be accessed on their website at www.languagetesting.com.

   C. **Official Transcripts** (photocopies are **NOT** acceptable) of all coursework and degrees completed must be included with the application.

   D. **Letter of Eligibility** If you do not hold a license in the state where your licensure program was completed you must provide an original letter from the head of teacher education at the college where you completed your licensure program stating the license(s) and teaching field(s) or area(s) for which you are eligible in that state.

   E. **Verification of Experience**

   - Original letter(s), on district letterhead, signed by the superintendent of schools or head of personnel, should state dates of full time employment, assignments and grade levels.
   - **Teaching** licenses: require verification of any full time teaching assignments.
   - **Principal** licenses: require a minimum of two years of teaching under a standard teaching license; or three years experience as a principal under a standard principal license.
   - **Administrative Specialist** licenses: require two years of experience as a teacher or an administrator under a standard license.
   - **Superintendent:** require three years administrative experience under a standard license.

5. **SIGNATURE OF APPLICANT**

   All applicants must sign page 1 and page 2 of this application form.

6. Applications may be mailed to:

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

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 & Chem)
132150 Physical Sciences: Chemistry
132160 Physical Sciences: Physics
132030 Life Sciences
132040 Earth Sciences

(64) MULTI-AGE (PK-12)
111780 Computer Information Science
080302 Dance
050338 Drama /Theater
080115 Health
050675 Library/Media
060102 Modern Language-Chinese
060230 Modern Language-French
060235 Modern Language-German
060245 Modern Language-Italian
060250 Modern Language-Japanese
060107 Classical Language-Latin
060150 Classical Language-Greek
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
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
010101 Animal Production
010104 Production Agriculture
140550 Integrated Business
160610 Technology Education
040800 General Marketing Education
090120 Family & Consumer Sciences

(67) FIVE-YEAR **ASSOCIATE**
180109 PreKindergarten Associate
282200 Interpreter for the Hearing Impaired

(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

(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 Career-Technical Education Administration

ENDORSEMENTS
080505 Adapted Physical Education (limited to phys. ed. license)
111770 Computer/Technology
210100 Driver Education (limited to an adolescence to young adult or multi-age teacher license)
196210 Gifted K-12
050315 Literacy Specialist
059902 Reading K-12
180500 Bilingual
185000 Early Childhood (grades 4-5) Generalist (limited to an Early Childhood P-3 license)
180108 PreKindergarten
196097 PreKindergarten Special Needs
050275 TESOL (Teaching English to Speakers of Other Languages)
550100 Teacher Leader