Please **do not** staple

SUB

Substitute License Application (New or Renewal)

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**.

Please check one:

☐ **New** ☐ **Renewal**

☐ **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

Substitute Teaching License

CREDENTIAL INFORMATION

☐ New ☐ Renewal ☐ Correction

☐ Short-Term ☐ 1-Year $25.00 ☐ 5-Year $125.00 ☐ Correct effective year to _____ $20

A short-term substitute license may be issued to the holder of a baccalaureate degree. This is a general license that carries no teaching fields. An individual holding a short-term substitute license may substitute in a given classroom for no more than five consecutive days.

The short term substitute license does not have license types or teaching fields.

☐ Long-Term ☐ 1-Year $25.00 ☐ 5-Year $125.00 ☐ Correct effective year to _____ $20

License Type ☐☐ *License types and teaching field codes may be found on page 4 of this application.*

Indicate teaching field requested. ☐☐☐☐☐☐ ☐☐☐☐☐☐

A long-term substitute license may be issued to the holder of a baccalaureate degree who evidences appropriate coursework as follows:

Early Childhood	12 semester hours in professional early childhood education
Middle Childhood	20 semester hours in EACH subject requested
Adolescence 7-12	20 semester hours in EACH subject requested Note: Integrated areas must evidence an appropriate distribution of coursework Example: Integrated science must include coursework in life science, earth science, physics and chemistry.
Multi-Age K-12	20 semester hours in EACH subject requested
Intervention Specialist K-12*	12 semester hours in special education

***This license may be issued only as a 1-year license, new or renewal. This license requires an additional 6 semester hours in a program leading to licensure in the content area for each renewal requested.**

Pupil Services – Interpreter for the Hearing Impaired (see General Instructions)

Career-Tech Workforce Development (see General Instructions)

DEGREE INFORMATION

Indicate the highest educational level completed.

☐ High School ☐ Associate ☐ Bachelor ☐ Master ☐ Doctorate

College or University _____ State _____ Date of Completion _____

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, _____ .

SUPERINTENDENT SIGNATURE and MAIL TO ORGANIZATION

(All licenses are mailed to the employing Ohio school/district.)

I hereby request a license for the individual named on this application.

_____ Signature of Ohio School Superintendent

_____ Date

School District _____ IRN # ☐☐☐☐☐☐

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 of Applicant

_____ Date

_____ Print Name

CHECKLIST Have you ...

____ Attached a check or money order

____ Obtained the Superintendent's signature on this application

____ Included official transcripts (if applicable)

____ Completed each section on page 1 and page 2 and **signed page 1 and page 2**

____ Requested electronic submission of BCI and FBI reports (If applicable)

GENERAL INSTRUCTIONS

For Substitute Licenses – Long-Term and Short-Term

Application status may be checked on the Web site at **education.ohio.gov.**
Use the search option to access **EDUCATOR PROFILE.**

1. Use a separate form for each license type requested. Please fill in, print and sign the application.

2. **All applications for substitute licenses must be initiated by the employing school district.**
   All licenses are mailed to the school district.

3. **FEES:** The appropriate fee must accompany each application. **DO NOT SEND CASH.**
   Please make check or money order payable to **"Treasurer, State of Ohio."**
   Please note: $25.00 of the fee is non-refundable.

1-Year Long-Term or Short-Term, new or renewal	$ 25
5-Year Long-Term or Short-Term, new or renewal	$ 125
Correct effective year	$ 20

4. **Applicants** (with less than a baccalaureate degree) **for an initial long term substitute career-technical license must attach a completed CTE-37 form** signed by the superintendent of the employing school/district verifying eligibility.

5. **OFFICIAL TRANSCRIPTS (no photocopies)**
   Official transcripts are required with each application for an initial long-term or short-term substitute license.

6. **Pupil Services – Interpreter for the Hearing Impaired** requires the superintendent signature to verify the applicant is deemed to have the necessary skills to serve in the capacity of educational interpreter have been met.

7. **Career-Tech Workforce Development** applicants for initial license must submit a completed CTE-37 form and application signed by the superintendent.

8. **SIGNATURE OF THE SCHOOL DISTRICT OFFICIAL**
   Applications for substitute licenses, new or renewal, must be signed by the employing superintendent.

9. **SIGNATURE OF THE APPLICANT** is required on page 1 and page 2 of this application.

10. Applications may be mailed to:

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

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
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
050090 American Sign Language
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
(Bolding of the teaching area and number indicates baccalaureate degree required)

Baccalaureate Degree

010100 Agriscience
140550 Integrated Business
040800 Marketing
090120 Family & Consumer Sciences
160610 Technology Education

Career-Technical Workforce Development License
(For initial license CTE-37 required)

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

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) ASSOCIATE

282200 Interpreter for the Hearing Impaired

(71) EARLY CHILDHOOD (PK-3)

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