# **Supplemental Teaching License Application**

PERSONAL INFORMATION			Donortmont		
SSN		Ohio:	Department of Education		
-OR- Educator State ID		2	Office of Educator Licensure 25 S. Front St., Mail Stop 105 Columbus, Ohio 43215		
Birthdate Male	Female	This application has	s 2 pages to be		
First Name MI		completed. Please black or blue ink	complete using		
Last Name Address			pplication for: Teaching License		
		Please check one:			
City State Zip		New	Renewal		
Home Phone Cell Phone		Progressio Equivalent	n through a State Review		
E-mail		Correct: Et	fective year or		
Other names that may appear on official documents (maiden, etc.)		Em	nploying district		
		Amount enclose	ed: \$		
BACKGROUND CHECKS					
First Ohio License, Certificate or Permit  When an individual submits an application for his/her first license, certificate or permit check report, completed within 365 days of the date the application is received, must be Renewals and Additional Licenses, Certificates or Permits			BCI and FBI background		
Have you lived continuously in Ohio for the	past 5 vears? You	must check one:			
I	O NO				
An <b>FBI</b> 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 <b>BCI</b> background check is required if you do not have one on file with ODE.  Both the <b>BCI</b> and <b>FBI</b> 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 c rectly from the Ohio Bureau of Criminal Investigation. When you have your fingerprints to check the box under 'Reason Fingerprinted' to send to the Ohio Department of Education	aken at a WebCheck fa	cility, please ask the pers			
Reason Fingerprinted  X Send to the Ohio Department of Education					
Please <b>do not</b> use the Department of Education address in the 'mail to' section because For more information on how to complete this electronic process, please visit <a href="https://www.ohic.">www.ohic</a>	·				
LEGAL QUESTIONS (Each question MUST be answere	ed by placing a 🗸	in the appropriate	box.)		
If you answer <b>YES</b> to any question, attach an explanation to this application. Please incli <b>matter was heard</b> .					
Yes No Have you ever been convicted of, found guilty of, pled guilty	to, or pled no contest	to any misdemeanor of	ther 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	s license?			
APPLICANT SIGNATURE					
I certify under penalty of loss of my right to teach or work in the school and correct in every respect.	ols of Ohio that the	answers to these fiv			
Signature of Applicant	Date		Page 1 of 5 Nov. 2013		

# Use this application for: **Supplemental Teaching License**

CREDENTIAL INFORMATION (In	dicate lice	ense requested.)	
New \$40			
Indicate the type requested (see code sheet) Indicate	e teaching field(s) reque	sted (see code sheet)	
Please refer to the requirements pages for additional i	information.		
Renewal \$40			
Progression for individuals who have completed a State Ed	quivalent Review (See 6	eneral Instructions page for fee.)	
<b>Note:</b> Individuals who complete an <b>approved program</b> Ohio dean or head of teacher education verifying succe of Education and the laws of Ohio. Individuals who con <b>License application for out-of-state</b> applicants and su	essful completion of the mplete an <b>approved pro</b>	e academic and experience requirements pre- ogram of preparation at a college outside Of	scribed by the State Board io must submit the Initial
Correct			
Effective year to \$20			
Applicants must submit a letter on letterhead fr	rom the superintendent	explaining the reason for the effective year c	hange
Employing district to		IRN#	
Applicant must submit a letter, on letterhead fro assignments, and verifying that you are no long			ears taught and
TEACHING EXPERIENCE			
From/To School District	City	Positions Held	Grades
EFFECTIVE YEAR			
License to begin on July 1, The effe	ective year will begin or	July 1 regardless of the date of issuance.	
SUPERINTENDENT SIGNATURE	and MAIL	TO ORGANIZATION	
(All licenses are mailed to the emplo	oying Ohio s	chool/district)	
I hereby request a license for the individual named on this applicate mentor for the supplemental license holder.	ion and verify that a tea	cher licensed and experienced in the subject	will be assigned as a
Please check here to request a waiver of the requirement	of 6 semester hours for	the initial <b>Intervention Specialist</b> license.	
Signature of Ohio School Superintendent	i		Date
School District		IRN#	
ADDITIONAL SIGNATURE			
APPLICANT SIGNATURE  I certify under penalty of loss of my right to teach or work in the so	chools of Ohio that the	information provided on this page of the appl	ication are true and
correct in every respect.			canon are true and
Signature of Applicant		Г	Date
Print name		L	
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Page 2 of 5 Nov. 2013

# **SUPPLEMENTAL Teaching License** REQUIREMENTS

#### for

# Career-Technical Workforce Development Areas

# **Initial Supplemental**

A supplemental license may be issued at the request of an employing Ohio superintendent or head of school to the holder of a standard license who evidences five years of fulltime work experience or the equivalent in the career field, and a minimum of three semester hours of an approved preservice career-technical program from a college or university that is approved to prepare career-technical workforce development teachers. Applicants for an initial Workforce Development license based on an evaluation by the superintendent of the employing district (CTE-36) and admission to an approved program at an Ohio college or university must include A COMPLETED CTE-37 FORM signed by the superintendent and the university official.

### **First and Second Renewal**

A CTE 37 Form signed by the superintendent and the university official verifying sufficient progress in the program must be submitted with the renewal application.

# **Progression to the Standard License**

Please complete the Initial License application and submit with a CTE-37 Form signed by the superintendent and university official verifying that all academic and experience requirements have been met.

# LICENSURE TEACHING FIELD CODES

# for

Car	eer-Technical Workforce Development A	reas
Agriculture	Engineering and Science Technology	Human Services
010101 Animal Production	171402 Power Transmission	172601 Barbering
010200 Agribusiness	171504 Telecommunications	172602 Cosmetology
010300 Agricultural Industrial Equipment	171650 Energy Science	172610 Family and Community Services
010400 Food Science	171807 Engineering Technology-Design	Information and Technology
010500 Horticulture	171808 Engineering Technology-Process	140200 Business and Information Services
010600 Natural Resources	171809 Engineering Technology-Product/Services	
012100 Agricultural Biotechnology	172000 Chemical Laboratory Assisting	Law and Public Safety
Arts and Communications	172004 Industrial Lab Assisting	172801 Firefighter Training
340100 Visual Design and Imaging	Finance	172802 Criminal Justice
340125 Media Arts	140100 Accounting	172808 Private Security
340130 Performing Arts	Government and Public Administration	172809 Fundamentals of Public Safety 172810 Career Paths for the Law Profession
Business and Administrative Services	360224 Government and Public Administration	172810 Career Patris for the Law Profession 172811 Emergency Medical Technician-Secondary
140300 Administrative Office Technology		• • • • • • • • • • • • • • • • • • • •
140350 Legal Office Management	Health Science	Manufacturing Technologies
140370 Medical Office Management	070101 Dental Assisting	170200 Appliance Repair
140800 Business Administration and Management	070103 Dental Laboratory Technology	170375 Automation and Robotics
Construction Technology	070203 Medical Laboratory Assisting	170380 Manufacturing Operations
170100 Air Conditioning/Heating	070204 Phlebotomy	171012 Industrial Maintenance and Repair
171001 Carpentry	070302 Practical (Vocational) Nurse	171300 Drafting Occupations
171002 Electrical Trades	070303 Nurse Assisting	171503 Electronics 172302 Precision Machining
171003 Heavy Equipment (Construction)	070305 Surgical Technology 070307 Home Health Aide	172302 Precision Machining 172303 Manufacturing Operations
171004 Masonry	070307 Home Health Alde 070410 Fitness Aide/Athletic Trainer Assisting	172306 Welding and Cutting
171005 Interior Design Applications	070603 Optometric Occupations	
171007 Plumbing & Pipefitting	070904 Medical Assisting	Marketing Education
171011 Building & Property Maintenance	070906 Community Health Aide	047000 Marketing Communications
171017 Building Technology	070912 Pharmacy Assisting	040810 Marketing Management
171100 Custodial Services	070913 Health Unit Coordinator	041900 Acquisition & Logistics
173601 Millwork & Cabinet Making	070994 Patient Care Technician	044105 Entrepreneurship
179960 Diversified Cooperative Training	070998 Diversified Health Occupations (DHO)	Transportation Systems
Education and Training	074820 Tech Prep Diagnostic Cluster	170301 Auto Collision Repair
090201 Early Childhood Education and Care	074830 Tech Prep Therapeutic Cluster	170302 Auto Technology
555251 Early Simulious Education and Sale	074840 Health Support Systems	170303 Auto Specialization
	074850 Biotechnology	170400 Aviation Occupations
	074890 Tech Prep Information Cluster	170401 Aircraft Maintenance
	Hospitality and Tourism	170403 Ground Operations
	041118 Travel & Tourism Marketing	171200 Medium/Heavy Truck Technician
	090203 Culinary Arts & Food Service Management	173100 Power Equipment Technology

090203 Culinary Arts & Food Service Management

090205 Hotels and Resorts

Page 3 of 5 Nov. 2013

# **SUPPLEMENTAL Teaching License**

### REQUIREMENTS

for

# Early Childhood, Middle Childhood, Adolescence 7-12, Multi-Age P-12, Intervention Specialist K-12, Early Childhood Intervention Specialist, and Endorsements

### **Initial Supplemental**

A supplemental license may be issued at the request of an employing Ohio superintendent or head of school to the holder of a standard license who evidences appropriate coursework (official transcripts required) as follows:

Early Childhood 12 semester hours in professional early childhood education

Middle Childhood 20 semester hours in EACH subject requested 20 semester hours in EACH subject requested Adolescence 7-12

Note: Integrated areas for Adolescence 7-12 require 40 semester hours and 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 6 semesters in intervention specialist coursework

Early Childhood Intervention Specialist P-3 6 semester hours in early childhood intervention specialist coursework

Note: For Intervention Specialist K-12, and Early Childhood Intervention Specialist P-3 licensure, initial coursework may be waived at the request of the employing superintendent if he/she determines that the teacher's experience and training sufficiently enables them to meet

the needs of the assigned students.)

6 semester hours in the endorsement area **Endorsements** 

#### **First Renewal**

Applicants for the first renewal must submit official transcripts evidencing an additional six semester hours, or nine quarter hours of appropriate coursework in the area for which the license is issued.

#### LICENSURE TESTS:

Subject Assessment

Successful completion of the Subject Assessment test is required for the first renewal of the Supplemental teaching license for applicable Subject areas. Please visit our website at www.education.ohio.gov keyword "Licensure Exams."

**ACTFL** 

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 OPI and WPT website at www.languagetesting.com.

Note: A rating of INTERMEDIATE-HIGH or higher is required on the ACTFL.

#### **Second Renewal**

Applicants for the second renewal must submit official transcripts evidencing an additional six semester hours, or nine quarter hours of appropriate coursework in the area for which the license is issued.

# Progression to the Standard License – For Equivalent review by the Office of Educator Licensure Only

Individuals who request the equivalent review for licensure must submit all official transcripts evidencing all coursework completed for the new license or 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 complete an approved program of preparation at an Ohio college must submit the Initial License application signed by the Ohio dean or head of teacher education verifying successful completion of the academic requirements prescribed by the State Board of Education and the laws of Ohio. Individuals who complete an approved program of preparation at a college outside Ohio must submit the Initial License application for out-of-state applicants and submit all documentation requested in our Instruction Packet for Out-of-State Applicants.

# GENERAL INSTRUCTIONS

# for

# **SUPPLEMENTAL Teaching License**

### 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 of the fee is non-refundable.

1-Year Supplemental License, new or renewal		40
Correct effective year or employing district		20

# Progression to the standard license:

Progression to a four year resident educator license \$ 160 Progression to a five year professional license \$ 200

Note: If your existing 5-year professional license was renewed this year with the current effective date, the fee will be reduced to \$20.

Progression to add a teaching field to an existing license \$ 20

MAIL TO: Ohio Department of Education

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

Page 5 of 5 Nov. 2013