Please **do not** staple

Temporary License Application

TEM

Use this application for a New or Renewal of a Temporary Pupil Services License, 12-Hour Teaching Permit, 40-Hour STEM Teaching Permit or Military Science

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 or employing district**

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

CREDENTIAL INFORMATION - (Indicate Temporary License or Permit Requested.)

☐ New ☐ Renewal ☐ Correction

☐ 1-Year Temporary Pupil Services **$40**

- ☐ School Audiologist
- ☐ School Speech Language Pathologist
- ☐ Interpreter for the Hearing Impaired
- ☐ School Counselor
- ☐ School Psychologist
- ☐ School Social Worker
- ☐ School Nurse

☐ 12-Hour Teaching Permit for qualified *nonlicensed* individuals. **$40**

Limited to teaching no more than 12 hours per week.

Please indicate subject and grade levels to be taught:

Subject _____ Grades _____

☐ 40-Hour STEM School Teaching Permit for qualified *nonlicensed* individuals. **$40**

Valid for teaching up to 40 hours per week only in a STEM school established under Chapter 3326 of the Ohio Revised Code.

Please indicate subject and grade levels to be taught:

Subject _____ Grades _____

☐ Military Science **$40**

Type **63** Teaching Field **180412**

☐ Correct

☐ Effective year to _____ **$ 20**

☐ Employing district to _____ IRN# ☐☐☐☐☐☐

DEGREE INFORMATION

Indicate the highest educational level completed:

☐ Bachelor ☐ Master ☐ Doctorate

College or University _____ State _____ Date _____

EFFECTIVE YEAR

The effective year for an Ohio license or permit begins July 1, regardless of the date of issuance. When renewing, you may apply after January 1 of the year the license or permit expires.

License or permit to **begin on July 1,** _____ .

SUPERINTENDENT SIGNATURE and MAIL TO ORGANIZATION

(All temporary licenses and permits are mailed to the employing Ohio school/district)

I hereby request a permit 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

GENERAL INSTRUCTIONS

For Temporary Licenses and Permits

Application status may be checked on the website at **education.ohio.gov**.

Use the search option to access **Educator Profile.**

1. Please fill in, print and sign the application before sending it in.

2. **All applications for temporary licenses and permits must be initiated by the employing school district.** All licenses and permits 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 of the fee is non-refundable.

One-Year Temporary License, new and renewal	=	$ 40
12-Hour Permit, new and renewal	=	$ 40
40-Hour STEM School Permit, new and renewal	=	$ 40
Military Science	=	$ 40
Correction	=	$ 20

4. **Temporary pupil services:**

   Initial license
   Please submit official transcripts with each application.

   School Audiologist, School Social Worker, School Speech Language Pathologist: a currently valid license through the respective Ohio licensing board.

   School Nurse: a currently valid license to practice as a registered nurse issued by the Ohio Board of Nursing, and a bachelor's degree.

   School Psychologist: evidence of enrollment in a school psychology program internship.

   Interpreter for the Hearing Impaired: evidence of enrollment in an approved program leading to licensure in this area.

   School Counselor: a currently valid standard teaching credential, evidence of enrollment in an approved program of preparation for school counselor, and documentation by the college/university that the applicant demonstrates an understanding of each of the following: professional identity, social and cultural diversity, human growth and development, helping relationships, group work, assessment, research and program evaluation, **OR** a currently valid license to practice as a counselor from the Ohio Counselor, Social Worker and Marriage & Family Therapist Board and evidence of enrollment in an approved program of preparation for school counselor.

   Renewal
   Please submit official transcripts evidencing completion of an additional six semester hours of coursework in an approved program leading to licensure in the area.

5. **12-Hour Permit or 40-Hour STEM School Permit for qualified nonlicensed individuals:**

   An official transcript evidencing a bachelor's degree or higher must be submitted with an application for an initial 12-Hour Permit or 40-Hour STEM School Permit.

   Major in subject to be taught:

   Individuals who are applying for the permit based on a major in the subject must submit official transcripts evidencing the major area.

   Work Experience:

   Individuals who are applying for the permit based on significant work experience related to the subject to be taught in place of the major area must submit third party verification written by the employer in letter format, on official business letterhead. The letter needs to provide details about the dates of service, title of position, and the various functions and responsibilities associated with the position.

6. The effective date for an Ohio license or permit is July 1, regardless of the date of application.

7. **SIGNATURE OF THE SCHOOL DISTRICT OFFICIAL**

   Applications for temporary licenses or permits must be signed by the superintendent of the employing Ohio city, exempted village, community school, county, joint vocational school, nonpublic school district or MR/DD board.

   The employing district may mail the application to:

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

8. **SIGNATURE OF THE APPLICANT:** All applicants must sign both page 1 and page 2 of the application.