Please **do not** staple

VISITING

One-Year Out-of-State Educator or Three-Year Visiting International Teacher License Application

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

One-Year
Out-of-State Educator License

or

Three-Year
Visiting International Teacher License

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 License Requested).

☐ **1-Year Out-of-State Educator License** (non-renewable) **$40** Please note: $25 of the fee is non-refundable.

Please indicate the subject or area you are being hired to teach _____

Please indicate the state in which you hold a standard teaching license _____

The one-year nonrenewable Out-Of-State Educator License, valid for teaching the grade levels and curriculum areas named in such license, shall be issued upon the request of an employing Ohio school district to a qualified individual who meets the following:

1. Is deemed to be of good moral character;
2. Is an out of state applicant and **the holder of a valid out of state standard teaching license who has completed a baccalaureate degree, an approved teacher preparation program, and the examination prescribed by the state in which licensure is held**, but who has not yet completed the examination (Praxis II) prescribed by the State Board of Education for Ohio licensure.

Please submit official transcripts and a photocopy of a standard teaching license along with this application.

☐ **3-Year Visiting International Teacher License** (non-renewable) **$120** Please note: $25 of the fee is non-refundable.

Please indicate the subject or area you are being hired to teach _____

The three-year nonrenewable Visiting International Teacher License, valid for teaching the grade levels and curriculum areas named in such license, shall be issued upon the request of an employing Ohio school district to a qualified individual who meets the following conditions:

1. Is deemed to be of good moral character;
2. Is a citizen of another country who will be entering the United States specifically for the purpose of teaching in an Ohio school or school district that has agreed to employ the person as a teacher via an exchange program or other collaboration or recruitment effort;
3. Holds the United States equivalent of at least a bachelor's degree and provides evidence of completion of a teacher preparation program;
4. Provides evidence of completion of an academic major in the area to be taught, or, in the case of world languages, evidence of proficiency in the target language as determined by the employing Ohio school district or the Ohio Department of Education; and
5. Demonstrates English language proficiency as determined by the employing Ohio school district or the Ohio Department of Education,

The employing Ohio school district, with assistance from the Ohio Department of Education, shall plan for a mentoring program for the visiting international teacher to provide ongoing support and assistance in areas such as school culture, curriculum, assessment, management and resources.

Please submit an approved course-by-course international credential evaluation report along with this application.

☐ **Correct** **$20** Please note: $25 of the fee is non-refundable.

☐ Effective year to _____

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

HIGHEST EDUCATIONAL LEVEL (check only one)

Highest educational level completed (check only one):

☐ Bachelor ☐ Master ☐ Doctorate

College _____ State or Country _____ Date of Completion _____

EFFECTIVE YEAR

The effective year for an Ohio license begins July 1, regardless of the date of issuance. License to **begin on July 1,** _____ .

SUPERINTENDENT SIGNATURE and MAIL TO ORGANIZATION
(All certificates are mailed to the employing Ohio school/district)

I request a license for the above-named individual.

_____ Signature of Ohio School Superintendent

_____ Date

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

_____ Date

_____ Print Name