

To Whom It May Concern:

The Ohio Department of Education moved to an online licensure application system in January 2014, and no longer accepts paper applications for licensure. The Ohio Department of Education has developed a new procedure for first-time licensure applicants who meet one or more of the following conditions:

1. The applicant is currently a resident of a country other than the United States of America;
2. The applicant does not currently possess a visa to legally enter the United States of America; or
3. The applicant does not have a United States Social Security Number.

An applicant who meets one of the conditions listed above may not submit an online application for licensure until that applicant has qualified for, and been issued, a visa to legally enter the United States, and has obtained a U.S. Social Security Number.

Applications for licensure submitted by applicants that do not hold a current visa and that do not have a U.S. Social Security Number will not be processed or entered into the licensure database, and these applications will be returned to the applicant.

Further, since the Ohio Department of Education no longer accepts paper applications for licensure, the Office of Educator Licensure will not accept or review any documentation to determine licensure eligibility submitted by applicants who meet any of the conditions listed above.

If you have any questions regarding educator licensure, please contact the Office of Educator Licensure at 614-466-3593.

Thank you,

Immy Singh
Director
Office of Educator Licensure