

# Initial Ohio License Application - In State for Individuals who completed a program in Ohio

This application has 2 pages to be completed. Please print using black or blue ink only.

**PERSONAL INFORMATION**

Educator ID or SSN \_\_\_\_\_ Birthdate \_\_\_\_\_

Gender \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Other names which may appear on official documents (ex: maiden) \_\_\_\_\_



Use this application for:

**Initial License  
or  
Adding a Teaching Field**

after completing a  
program of preparation at an  
Ohio College/University  
or  
an equivalent program through  
the Supplemental pathway

Amount enclosed: \$ \_\_\_\_\_

**FINGERPRINTS** - BCI and FBI checks are valid for 365 days from the date the check was completed

**ALL applicants are required to submit an Ohio BCI civilian background check AND an FBI background check from the Federal Bureau of Investigation.** 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 the results to Teacher Cert per example below:

Reason Fingerprinted

Send to Teacher Cert

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: [http://www.webcheck.ag.state.oh.us/national\\_webcheck.htm](http://www.webcheck.ag.state.oh.us/national_webcheck.htm).

If the WebCheck you use does not have FBI capability you must complete an FBI fingerprint card containing traditional "rolled" fingerprints. The Office of Educator Licensure will provide the card and instructions for you upon your request at 614/466-3593.

**LEGAL QUESTIONS** Each Question MUST be answered by placing an X in the appropriate box

If you answer **YES** to any question, attach 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?
		Been convicted of, found guilty of, pled guilty to, or pled no contest to any felony?
		Had a criminal conviction sealed or expunged?
		Had ANY professional certificate, license, or permit, or an application for same, revoked, suspended, limited, or denied?
		Surrendered ANY certificate, license, or permit?

*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

Use this application :  
 If you completed a program of preparation at an Ohio college or university for a new license,  
 or to add a teaching field to an existing license

Application status may be checked on the web site at: [www.ode.state.oh.us](http://www.ode.state.oh.us). Use the search option to access **EDUCATOR PROFILE**.

<b>CREDENTIAL INFORMATION</b> - Indicate license(s) or area(s) requested															
<input type="checkbox"/> Initial Two-Year Provisional License				\$ 80.00											
<input type="checkbox"/> Initial Five-Year Professional License				\$ 200.00											
<input type="checkbox"/> Initial Two-Year Path B Career-Technical Teaching License (CT-37 form required)				\$ 80.00											
<input type="checkbox"/> Adding a Teaching Field to an Existing License				\$ 20.00											
<table border="1" style="margin: auto;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>				<table border="1" style="margin: auto;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>				(Note: \$25.00 of the processing fee is non-refundable if eligibility requirements for the license are not met.)							
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License types and teaching field codes may be found on the attached code page															
<b>EFFECTIVE YEAR</b>															
License to begin on: July 1, _____ The effective for an Ohio license begins July 1, regardless of the date of issuance.															
<b>EDUCATION LEVEL</b>															
Highest Degree Completed: ___Associate ___Bachelor ___Master ___Doctorate															
College or University _____ State _____ Date _____															
<b>EXPERIENCE</b>															
From/To	School District	City	State	Positions Held/Subjects Taught	Grades										
<b>SIGNATURE OF RECOMMENDING COLLEGE OR UNIVERSITY OFFICIAL</b>															
<i>I verify that the applicant has successfully completed the academic and experience requirements prescribed by the State Board of Education and the laws of Ohio.</i>															
_____ Signature of Ohio College or University Official		_____ College/University Name and IRN #		_____ Date											
<b>SUPPLEMENTAL PATHWAY TO LICENSURE</b>															
Individuals who held a Supplemental teaching license and did not complete an approved program of preparation through an Ohio college or university may request an equivalent review by the Office of Educator Licensure for eligibility to advance to a standard teaching license in the new area. Please carefully read # 10 in the General Instructions and submit the documentation requested.															
<input type="checkbox"/> I request an evaluation for licensure by the Office of Educator Licensure															
<b>MAIL TO INDIVIDUAL OR ORGANIZATON</b> (check only one)															
<input type="checkbox"/> Applicant's address															
<input type="checkbox"/> Ohio College/University		Name of Institution _____		IRN # _____											
<input type="checkbox"/> Ohio school/district:		Name of school/district _____		IRN # _____											
<b>APPLICANT SIGNATURE</b>															
<i>I certify under penalty of loss of my right to teach in the state of Ohio that the information provided on this application is true and correct in every respect.</i>															
_____ Signature of Applicant				_____ Date											
_____ Print Name															

General Instructions for an Initial Ohio License

Application status may be checked on the web site at: [www.ode.state.oh.us](http://www.ode.state.oh.us). Use the search option to access **EDUCATOR PROFILE**.

1. **PLEASE DO NOT STAPLE MATERIALS TOGETHER.**  
Please use a black or blue pen to complete this application.
2. **Application fee:**  
Applicants must submit a check or money order for processing the application, payable to "**Treasurer, State of Ohio.**" (do not send cash).  
(Note: \$25.00 of the processing fee is non-refundable if eligibility requirements for the license are not met.)  
  
2-Year License:  
\$80.00 for the first license type, \$20.00 for each additional license type requested for the same effective year.  
  
5-Year License:  
\$200.00 for the first license type, \$20.00 for each additional license type requested for the same effective year.  
  
Adding a teaching field to an existing license::  
\$20.00
3. **Effective Year:** An initial license may be backdated to July 1 of the current school year, or dated with the upcoming July 1 effective date.
4. **Legal Questions:** An application will not be processed unless all questions in this section are answered.
5. Applicants for an initial 2-Year Provisional Path B career-technical teaching license based on an evaluation by the superintendent of the employing school district (CTE-36) and admission to an approved 24-hour program at an Ohio college or university **must attach a completed CTE-37 form** signed by the district superintendent and the university official.
6. **Educational Level and Teaching or Administrative Experience:**  
All applicants must fill out the Education Level section.
7. **Experience**  
All applicants must fill out the experience section.
8. **School Counselor:** Individuals who have successfully completed all requirements for school counselor but do not evidence two years of classroom teaching under a standard teaching credential will be recommended for an initial two-year provisional license. The two-year provisional license for school counselor shall be required for entry into an induction year for school counselor.
9. **Signature of Recommending College Official.** Applications for those completing Ohio approved programs must be signed by the Ohio dean or head of teacher education verifying that the applicant has successfully completed the academic and experience requirements prescribed by the State Board of Education and the laws of Ohio.
10. **Equivalent Review by the Office of Educator Licensure.** Individuals who request the equivalent review for licensure must submit official transcripts evidencing all coursework completed for the new 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 received an evaluation for licensure through the supplemental pathway from this office may attach a copy of the evaluation with their application form
11. Applicants for the following licenses shall submit a photocopy of a currently valid license issued by the respective Ohio licensure board: **school audiologist, school social worker, school speech-language pathologist, school nurse, occupational therapist, physical therapist, occupational therapy assistant, and physical therapy assistant.**  
  
**In addition, applicants for occupational therapist and physical therapist must submit an official transcript evidencing a baccalaureate degree conferred. Applicants for occupational therapy assistant and physical therapy assistant must submit an official transcript evidencing an associate degree conferred.**
12. **Out of State Applicants:** Individuals who complete a preparation program for an initial license or a program to add an area to an existing Ohio certificate or license should contact the Office of Educator Licensure at (614) 466-3593 to request an out-of-state application form and information packet.
13. Applications may be mailed to:  
  
The Ohio Department of Education  
Office of Educator Licensure  
25 S. Front Street, Mail Stop 105  
Columbus, Ohio 43215

**(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  
132020 Physical Science (Physics & Chem)  
132150 Physical Sciences: Chemistry  
132160 Physical Sciences: Physics  
132030 Life Sciences  
132034 Life Sciences/Earth Sciences  
132035 Life Sciences/Physics  
132036 Life Sciences/Chemistry  
132040 Earth Sciences  
132045 Earth Sciences/Physics  
132046 Earth Sciences/Chemistry

**(64) MULTI-AGE (PK-12)**

180600 Bilingual Education  
111780 Computer Information Science  
080302 Dance  
050338 Drama /Theater  
080115 Health  
050675 Library/Media  
060230 Modern Language-French  
060235 Modern Language-German  
060150 Classical Language-Greek  
060245 Modern Language-Italian  
060250 Modern Language-Japanese  
060107 Classical Language-Latin  
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**

196212 Gifted (K-12)  
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** indicates baccalaureate program for Route A licensure path only)

**Agriculture**

**010100 Agriscience**  
010101 Animal Production  
010104 Production Agriculture  
010131 Equine Science  
010191 Zoo Animal Production & Care  
010200 Agribusiness  
010300 Agricultural Industrial Equipment  
010400 Food Science  
010500 Horticulture  
010600 Natural Resources  
010699 Environmental Management

**Business**

**140550 Integrated Business**  
140100 Accounting  
140200 Business Information Systems  
140300 Administrative Office Technology  
140800 Business Admin. & Management

**Technology**

**160610 Technology Education**

**Marketing Education**

**040800 General Marketing Education**  
040115 Entertainment Marketing  
041118 Travel & Tourism Marketing

040810 Marketing Management  
040820 E-Commerce Marketing  
040830 Marketing Technology  
040840 Sports Marketing  
041900 Acquisition & Logistics

**Family and Consumer Sciences Ed.**

**090120 Family & Consumer Sciences**

**090660 Family & Consumer Sciences Careers**

090201 Early Childhood Education & Care  
090203 Culinary Arts & Food Serv. Mgt.  
090205 Hotels and Resorts

**Health Occupations**

070101 Dental Assistant  
070103 Dental Lab. Technician  
070203 Medical Lab Assisting  
070204 Phlebotomy  
070302 Practical Nursing  
070303 Nurse Assistant  
070305 Surgical Technology  
070307 Home Health Aide  
070410 Fitness Aide/Athletic Trainer  
070603 Optometric Occupations  
070904 Medic Assistant  
070906 Community Health Aide  
070912 Pharmacy Assisting  
070913 Health Unit Coordination  
070994 Patient Care Technician  
070998 DHO Instructor  
074820 Diagnostic Pathway  
074830 Therapeutic Pathway  
074840 Health Support Pathway  
074850 Biotechnology  
074890 Health Informatics Pathway  
079950 Practical Nurse Coordinator

**Trade and Industry**

170100 Air Cond./Heating  
170200 Appliance Repair  
170301 Auto Collision Repair  
170302 Automotive Technology  
170303 Auto Specialization  
170400 Aviation Occupations  
170401 Aircraft Maintenance  
170403 Ground Operations  
170700 Commercial Art Occupations  
170802 Marine Occupations  
170900 Commercial Photographyp Occup.  
171001 Carpentry  
171002 Electrical Trades  
171003 Heavy Equipment (Construction)  
171004 Masonry  
171005 Interior Design Applications  
171007 Plumbing & Pipefitting  
171011 Building & Property Maintenance  
171012 Industrial Maintenance & Repair  
171017 Building Technology  
171100 Custodial Services  
171200 Medium/Heavy Truck Technician  
171300 Drafting Occupations  
171402 Power Transmission  
171503 Electronics  
171504 Telecommunications  
171805 Construction--Design-Build  
171806 Construction--Management  
171807 Engineering Technologies--Design  
171808 Engineering Tech--Processes  
171809 Engineering Tech--Products/ Services

171900 Graphic Occupations  
172000 Chemical Laboratory Assisting  
172004 Industrial Laboratory Assisting  
172302 Precision Machining  
172303 Manufacturing Operations  
172306 Welding-CuttinG  
172307 Tool & Die Making  
172602 Cosmetology  
172700 Plastics Occupations  
172801 Fire fighter Training (Paid)  
172802 Criminal Justice

172808 Private Security  
172810 Career Paths for the Law Profession  
172811 Emergency Medical Technician  
173100 Small Engine Repair  
173601 Millwork & Cabinet Making  
179960 DCT Coordinator

**(67) FIVE-YEAR \*\*ASSOCIATE\*\***

180109 PreKindergarten Associate  
282100 Educational Paraprofessional  
282200 Interpreter for the Hearing Impaired  
270550 Occupational Therapy Assistant  
270650 Physical Therapy Assistant

**(68) SUPERINTENDENT**

**(71) EARLY CHILDHOOD (PK-3)**

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

**(73) PRINCIPAL**

280100 Principal (grades PK-6)  
280200 Principal (grades 4-9)  
280300 Principal (grades 5-12)

**(74) PUPIL SERVICES**

270100 School Audiologist  
270200 School Counselor  
270300 School Social Worker  
270400 School Speech-Language Pathologist  
270700 School Psychologist  
270800 School Nurse  
270900 Orientation and Mobility Specialist  
270500 Occupational Therapist  
270600 Physical Therapist

**(80) ADMINISTRATIVE SPECIALIST**

281100 Educational Research  
281200 Educational Staff Personnel Administration  
281300 Curriculum, Instruction, and Professional Development  
281400 Pupil Services Administration  
281500 School-Community Relations  
281600 Vocational Education Admin.

**ENDORSEMENTS**

080505 Adapted Physical Education (limited to phys. ed. license)  
510250 Adult Education (for full-time adult programs)  
111770 Computer/Technology  
210100 Driver Education (limited to an adolescence to young adult or multi-age teacher license)  
196210 Gifted Intervention Specialist K-12  
050315 Literacy Specialist  
059902 Reading  
600100 Career Based Intervention  
050275 TESOL (teaching English to speakers of other languages)  
180500 Bilingual  
600120 Career-TechnicalWork-Site Teacher/Coordinator (limited to career-tech license)  
600010 Transition to Work (limited to intervention speciaist license or career-tech)  
180108 PreKindergarten  
196097 PreKindergarten Special Needs

**Middle Childhood Generalist Endorsements**

050155 Language Arts and Reading 4-6  
110155 Mathematics 4-6  
130155 Science 4-6  
150155 Social Studies 4-6