


**2-Year Provisional License Renewal, or  
Advance a 2-Year Provisional or an Alternative License to a Standard License**

2R/A

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

**Page 1 of 2**

<p><b>PERSONAL INFORMATION</b></p> <p>Educator ID or SSN _____ Birthdate _____</p> <p>Gender _____ Male _____ Female _____</p> <p>First Name _____</p> <p>Last Name _____ MI _____</p> <p>Address _____</p> <p>City _____ State _____</p> <p>Zip Code _____</p> <p>E-mail _____</p> <p>Home Phone _____ Cell Phone _____</p> <p>Other names which may appear on official documents (ex: maiden) _____</p>	 <p>Use this application for:</p> <p><b>Renewal of a 2-Year Provisional License or Advance a 2-Year Provisional or an Alternative License to a Standard License</b></p>
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**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 To:  
**Renew a 2-Year Provisional License Renewal, or  
Advance a 2-Year Provisional or an Alternative License to a Standard License**

**CREDENTIAL INFORMATION** - Indicate license request

Please indicate the license type(s) . You may use the code sheet on Page 3 to find your license TYPE codes. The teaching fields codes will be automatically entered by the Office of Educator Licensure.

**2-Year Provisional License Renewal**

Please submit **OFFICIAL TRANSCRIPTS (no photocopies or grade reports)** showing all coursework required for the renewal. If transcripts are to be sent separately from the application, include a note indicating which college(s) will be sending transcripts.

**Path B Career-Technical Licenses:** Individuals who are renewing a Path B Career-Technical license must submit a completed CT-37 Form signed the the university official verifying eligibility to renew.

**Advance a 2-Year License to a 5-Year Professional License upon successful completion of the Entry Year Program and Praxis III Assessment**

\* **Entry Year Teachers** must have their Superintendent sign below verifying successful completion of the district's mentoring component of the entry year program.

**Path B Career-Technical Licenses:** Individuals who are advancing a Path B Career-Technical license must submit a completed CT-37 Form signed the the university official verifying that all program requirements have been met.

*I certify that the applicant has met all requirements in the district-based mentoring year of the Entry Year Program*

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Signature of Superintendent                      School or District                      IRN#                      Date

\* **Induction Year School Counselors**

The holder of a 2-year School Counselor license must successfully complete an Induction Year under the supervision of a fully licensed school counselor. Please submit the School Counselor Induction Year Form, signed by the superintendent and supervising licensed school counselor. The Verification Form may be found on the ODE web site at: [www.ode.state.oh.us](http://www.ode.state.oh.us); keyword search: INDUCTION YEAR.

\* **Entry Year Principals**

Please submit a copy of the letter from the Ohio Department of Education verifying successful completion of the Entry Year for Principals.

**Advance an Alternative License to a 2-Year Provisional or 5-Year Professional License**

**Teacher**                       **Administrator**

Please submit **OFFICIAL TRANSCRIPTS (no photocopies or grade reports)** showing all coursework and degrees. If transcripts are to be sent separately from the application, include a note indicating which college(s) will be sending transcripts.

Alternatively licensed **teachers** must submit a letter from the employing Ohio school district Superintendent verifying two years of successful teaching under the alternative license, stating the academic years taught and assignment.

Praxis II test scores must be submitted to this office electronically, directly from the Educational Testing Service.

Alternatively licensed **administrators** (Principal, Administrative Specialist, or Superintendent) must submit the verification form for alternatively licensed administrators, signed by the applicant, the employing superintendent, and the assigned mentor, in addition to official transcripts evidencing required coursework and degrees.

**EFFECTIVE YEAR**

The effective year for an Ohio license begins July 1, regardless of the date of issuance.

License to begin on July 1, \_\_\_\_\_

**MAIL TO ORGANIZATION OR INDIVIDUAL** - Please check only one

School District \_\_\_\_\_ School District IRN # \_\_\_\_\_  
 Home Address \_\_\_\_\_

**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 \_\_\_\_\_

General Instructions and Codes  
Use This Application To:  
**Renew a 2-Year Provisional License Renewal, or  
Advance a 2-Year Provisional or an Alternative License to a Standard 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**.

**PLEASE DO NOT STAPLE MATERIALS TOGETHER.**

Please use a blue or black pen to complete this application.

**FEES:**

A check or money order payable to "**Treasurer, State of Ohio**" covering the application fee(s) specified for the license(s) requested must accompany each application (**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 provisional license **RENEWAL** = \$ 80.00 for the first license type  
\$ 20.00 for each additional license type requested with the same effective year

**ADVANCE** a 2-year provisional license to a 5-year professional license:

Teacher = \$ 100.00  
\$ 20.00 for each additional license type requested with the same effective year  
Principal = \$ 200.00  
Counselor = \$ 200.00

**ADVANCE** an alternative license to:

2-year provisional license = \$ 80.00  
5-year professional license = \$ 200.00

**LICENSE TYPES**

- (62) MIDDLE CHILDHOOD (4-9)
- (63) ADOLESCENCE TO YOUNG ADULT (7-12)
- (64) MULTI-AGE (PK-12)
- (65) INTERVENTION SPECIALIST
- (66) CAREER-TECHNICAL
- (68) SUPERINTENDENT
- (71) EARLY CHILDHOOD (PK-3)
- (72) EARLY CHILDHOOD INTERVENTION SPECIALIST (PK-3)
- (73) PRINCIPAL
- (74) PUPIL SERVICES
- (80) ADMINISTRATIVE SPECIALIST

**MAIL TO:**

Office of Educator Licensure, 25 South Front Street, Mail Stop 105, Columbus, Ohio 43215