


# 5-Year License Renewal or Transition Application

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

<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 5-Year License or Transition to a License</b></p>
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<p style="text-align: right;"><b>Amount enclosed: \$ _____</b></p>
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**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



General Instructions and Codes  
5-Year Professional License Renewal or Transition

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.

**NORMAL PROCESSING TIME IS 4 WEEKS.**

**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.

Renewal or Transition:           \$ 200.00 for the first license type,  
  \$ 20.00 for each additional license type requested with the same effective year

Duplicate or Correction:       \$ 20.00

**LICENSE TYPES**

To be used by individuals who are renewing a credential initially earned as a License

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

**CERTIFICATE TYPES**

To be used by individuals who are renewing a credential initially earned as a Certificate, or who are transitioning a Certificate to a License

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|---|-----------------------------------|
| (19) PREKINDERGARTEN ASSOCIATE            | (43) SCHOOL AUDIOLOGIST           |
| (20) PREKINDERGARTEN                      | (44) SCHOOL COUNSELOR             |
| (21) KINDERGARTEN-PRIMARY (K-3)           | (45) SCHOOL NURSE                 |
| (22) KINDERGARTEN-ELEMENTARY (K-8)        | (46) SCHOOL PSYCHOLOGIST          |
| (23) ELEMENTARY (1-8)                     | (47) SCH SPEECH LANG. PATHOLOGIST |
| (24) MIDDLE GRADES (4-9)                  | (48) OCCUPATIONAL THERAPIST       |
| (25) HIGH SCHOOL (7-12)                   | (49) PHYSICAL THERAPIST           |
| (26) SPECIAL ALL GRADES (K-12)            | (50) SCHOOL SOCIAL WORKER         |
| (27) EDUCATION OF THE HANDICAPPED (K-12)  | (51) SUPERVISOR                   |
| (33) COMPREHENSIVE HIGH SCHOOL 7-12       | (52) VOCATIONAL SUPERVISOR        |
| (35) EAS - BUSINESS MANAGER               | (53) ELEMENTARY PRINCIPAL         |
| (36) EAS - ED. OF EXCEPTIONAL PUPILS      | (54) MIDDLE SCHOOL PRINCIPAL      |
| (37) EAS - ED. RESEARCH                   | (55) HIGH SCHOOL PRINCIPAL        |
| (38) EAS - ED. STAFF PERSONNEL ADMIN      | (56) ASSISTANT SUPERINTENDENT     |
| (39) EAS - INSTRUCTIONAL SERVICES         | (57) LOCAL SUPERINTENDENT         |
| (40) EAS - PUPIL PERSONNEL ADMINISTRATION | (58) SUPERINTENDENT               |
| (41) EAS - SCHOOL-COMM. RELATIONS         | (61) READING SUPERVISOR           |
| (42) EAS - VOCATIONAL DIRECTOR            | (69) MRDD SUPERVISOR              |

**MAIL TO:** Office of Educator Licensure, 25 South Front Street, Mail Stop 105, Columbus, Ohio 43215