


5-Year License Renewal or Transition Application

PERSONAL INFORMATION	
SSN _____	<div style="text-align: right;">  <p>Ohio Department of Education</p> <p>Office of Educator Licensure 25 S. Front St., Mail Stop 105 Columbus, Ohio 43215-4183</p> </div> <p>This application has 2 pages to be completed. Please complete using black or blue ink only.</p> <p>Use this application for Renewal of a 5-year license, or Transition a 4-year/ 8-year certificate to a 5-year license.</p> <p><input type="checkbox"/> Renew</p> <p><input type="checkbox"/> Correct effective year</p> <p>Amount enclosed: \$ _____</p>
-OR- Educator State ID _____ - _____	
Birthdate _____ Male <input type="checkbox"/> Female <input type="checkbox"/>	
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.) _____ _____	

BACKGROUND CHECKS		
<p>First Ohio License, Certificate or Permit</p> <p>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.</p> <p>Renewals and Additional Licenses, Certificates or Permits</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Have you lived continuously in Ohio for the past 5 years? You must check one:</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><input type="radio"/> YES</p> <p>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.</p> </td> <td style="width: 50%; vertical-align: top;"> <p><input type="radio"/> NO</p> <p>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.</p> </td> </tr> </table> </div> <p><i>Please note:</i> The Ohio Department of Education is not able to accept paper reports. All background check reports must be submitted to this office via <i>electronic</i> 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:</p> <p style="margin-left: 20px;">Reason Fingerprinted</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Send to the Ohio Department of Education</p> <p>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.</p>	<p><input type="radio"/> YES</p> <p>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.</p>	<p><input type="radio"/> NO</p> <p>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.</p>
<p><input type="radio"/> YES</p> <p>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.</p>	<p><input type="radio"/> NO</p> <p>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.</p>	

LEGAL QUESTIONS (Each question MUST be answered by placing a ✓ in the appropriate box.)
<p>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.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> 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?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any felony?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had a criminal conviction sealed or expunged?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had ANY professional certificate, license, permit, or an application for the same, revoked, suspended, limited or denied?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever surrendered ANY certificate, license or permit, other than a driver's license?</p>

APPLICANT SIGNATURE
<p><i>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.</i></p> <p>Signature of Applicant _____ Date _____</p>

Use this application for:
5-Year Professional License Renewal or Transition

CREDENTIAL INFORMATION - (Indicate license requested.)

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

- 5-Year Professional License renewal
- Transition of a 4-Year Certificate or 8-Year Certificate to a 5-Year Professional License
- Correct effective year to _____

EFFECTIVE YEAR

The effective year for an Ohio license begins July 1, regardless of the date of issuance. When **renewing a 5-year license**, you may apply after January 1 of the year the license expires.

If you are transitioning or renewing, the license may be joined (aligned) to an existing 5-year professional license you hold and will take on the validity period of the existing license; or it may be issued as a separate 5-year license with an effective date that is reflective of the current year.

- License to **begin on July 1**, _____.
- License to be **aligned** to existing five-year professional license.

MAIL TO ORGANIZATION OR INDIVIDUAL - Please check only one.

School District _____ IRN #

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Home Address _____

EMPLOYMENT

Yes No Are you currently employed in an Ohio school/district with an established Local Professional Development Committee?

From/To	School District	City	State	Position Held	Grades

Educators **CURRENTLY EMPLOYED in the schools of Ohio**: If you answered **YES** in the Current Employment section on the application, your school/district Local Professional Development Committee (LPDC) must sign this application to verify that all professional development requirements for renewal have been met.

Signature of the Authorized Local Professional Development Committee (LPDC) Representative

I certify that the applicant has met all requirements in Rule 3301-24-08 of the Teacher Education and Licensure Standards and is eligible to renew or transition to a 5-year professional license.

Signature of LPDC	School or School District	IRN#	Date
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Educators **NOT employed in the schools of Ohio**: If you answered **NO** in the Employment section on the application, you must submit **OFFICIAL TRANSCRIPTS (no photocopies or grade reports)** showing all coursework required for the renewal. A sealed envelope is not required. If transcripts are to be sent separately from the application, include a note indicating which college(s) will be sending transcripts.

If applicable, an LPDC **"Verification for Educators Leaving an LPDC" Form**, verifying completion of all or part of a renewal requirement, may be submitted with this application for persons who were employed in the schools of Ohio during the validity period of the license to be renewed, but who are not currently employed in this capacity.

Individuals renewing with a State Board license

Renewal of the **school audiologist, school social worker, school speech-language pathologist, school nurse, occupational therapist, physical therapist, occupational therapy assistant and physical therapy assistant** licenses require a currently valid license issued by the respective Ohio licensure board. The school counselor and school psychologist may (but are not required to) be renewed with evidence of a currently valid license issued by the respective Ohio licensure board.

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 are true and correct in every respect.

Signature of Applicant	Print Name	Date
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GENERAL INSTRUCTIONS AND CODES

5-Year Professional License Renewal or Transition

PLEASE DO NOT STAPLE MATERIALS TOGETHER. Please use a blue or black ink 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).

Please note: \$25 of the fee is non-refundable.

Renewal or Transition - 5-year license: **associate** or **professional**

\$ 200 for the first license type

\$ 20 for each additional license type requested with the same effective year

\$ 20 to align a certificate or an expiring license to an existing 5-year license.

Correction

\$ 20 to correct effective year.

**** NOTE:** A certificate may be transitioned to a 5-year license at any time all requirements have been met. An application for a 5-year renewal may be submitted only after January 1 of the year of expiration, but at the time of renewal the license may be aligned to an existing 5-year professional license.

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

19) PREKINDERGARTEN ASSOCIATE

(20) PREKINDERGARTEN

(21) KINDERGARTEN-PRIMARY (K-3)

(22) KINDERGARTEN-ELEMENTARY (K-8)

(23) ELEMENTARY (1-8)

(24) MIDDLE GRADES (4-9)

(25) HIGH SCHOOL (7-12)

(26) SPECIAL ALL GRADES (K-12)

(27) EDUCATION OF THE HANDICAPPED (K-12)

(28) VOCATIONAL

(33) COMPREHENSIVE HIGH SCHOOL 7-12

(35) EAS - BUSINESS MANAGER

(36) EAS - ED. OF EXCEPTIONAL PUPILS

(37) EAS - ED. RESEARCH

(38) EAS - ED. STAFF PERSONNEL ADMIN

(39) EAS - INSTRUCTIONAL SERVICES

(40) EAS - PUPIL PERSONNEL ADMINISTRATION

(41) EAS - SCHOOL-COMM. RELATIONS

(42) EAS - VOCATIONAL DIRECTOR

(43) SCHOOL AUDIOLOGIST

(44) SCHOOL COUNSELOR

(45) SCHOOL NURSE

(46) SCHOOL PSYCHOLOGIST

(47) SCHOOL SPEECH LANGUAGE PATHOLOGIST

(48) OCCUPATIONAL THERAPIST

(49) PHYSICAL THERAPIST

(50) SCHOOL SOCIAL WORKER

(51) SUPERVISOR

(52) VOCATIONAL SUPERVISOR

(53) ELEMENTARY PRINCIPAL

(54) MIDDLE SCHOOL PRINCIPAL

(55) HIGH SCHOOL PRINCIPAL

(56) ASSISTANT SUPERINTENDENT

(57) LOCAL SUPERINTENDENT

(58) SUPERINTENDENT

(61) READING SUPERVISOR

(69) MRDD SUPERVISOR

Mail to:

Ohio Department of Education
Office of Educator Licensure

25 South Front Street, Mail Stop 105, Columbus, Ohio 43215-4183

Telephone (614) 466-3593 • Fax (614) 466-1999