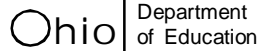


# 5-Year License Renewal or Transition Application

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 (e.g.: maiden) _____</p>	 <p>Office of Educator Licensure 25 S. Front St, Mail Stop 105 Columbus, Ohio 43215</p> <p>Use this application for:</p> <p style="text-align: center;"><b>Renewal of a 5-year license or Transition a 4-year or 8-year certificate to a 5-year license</b></p>
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Amount enclosed: \$ \_\_\_\_\_

**BACKGROUND CHECKS**

**FIRST OHIO LICENSE, CERTIFICATE OR PERMIT**

When an individual submits an application for their very 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.

**RENEWALS AND ADDITIONAL LICENSES, CERTIFICATES OR PERMITS**

**Have you lived continuously in Ohio for the past 5 years?** You must check one:

**YES**

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.

**NO**

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.

*Please note:*

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 to the Ohio Department of Education per the example below:

Reason Fingerprinted

Send to the Ohio Department of Education

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](http://www.ohioattorneygeneral.gov/Services/Business/WebCheck).

**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, other than a driver's license?

*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**

**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**).

Please note: \$25 of the processing fee is non-refundable if eligibility requirements for the license are not met.

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.

**\*\* 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            | (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                   |
| (28) VOCATIONAL                           | (52) VOCATIONAL SUPERVISOR        |
| (33) COMPREHENSIVE HIGH SCHOOL 7-12       | (53) ELEMENTARY PRINCIPAL         |
| (35) EAS - BUSINESS MANAGER               | (54) MIDDLE SCHOOL PRINCIPAL      |
| (36) EAS - ED. OF EXCEPTIONAL PUPILS      | (55) HIGH SCHOOL PRINCIPAL        |
| (37) EAS - ED. RESEARCH                   | (56) ASSISTANT SUPERINTENDENT     |
| (38) EAS - ED. STAFF PERSONNEL ADMIN      | (57) LOCAL SUPERINTENDENT         |
| (39) EAS - INSTRUCTIONAL SERVICES         | (58) SUPERINTENDENT               |
| (40) EAS - PUPIL PERSONNEL ADMINISTRATION | (61) READING SUPERVISOR           |
| (41) EAS - SCHOOL-COMM. RELATIONS         | (69) MRDD SUPERVISOR              |
| (42) EAS - VOCATIONAL DIRECTOR            |                                   |