

How to Apply for Ohio “4-Year Resident Educator License”, Principal License, Advanced License, and Endorsements

*Since January 1, 2014, applications are accepted ONLINE only for an Ohio teaching licenses

- Go to www.education.ohio.gov which is the Ohio Department of Education webpage
- Go to “SAFE” at the top of the home page

“**Licensure applicants** – Access or create your **SAFE** account to get started on the easy online application process through My Educator Profile. Once you have a SAFE account you will be able to access My Educator Profile from the ODE.CORE link on your SAFE account menu.

Apply Online

Using the My Educator Profile tool, educators can update their demographic data and pay licensure fees online using a credit card.

- [Create a SAFE account](#)
- [Sign in to SAFE](#)
- [My Educator Profile Help](#)

Please note: The list below DOES NOT require an authorized e-signer

- initial out-of-state licensure requests
- renewal of a license
- advancing a 4-year resident educator license
- transitioning a 2-year provisional
- applying for a substitute license

- Follow the prompts to apply electronically online
- If you DO NOT check the submit/pay to complete the process, the licensure application will not be forwarded to Muskingum University for processing
- You cannot do this application from **CHROME, SAFARI, MAC OPERATING SYSTEMS, A PHONE OF ANY KIND**
- **BE CAREFUL WHEN COMPLETING THE APPLICATION...IT WILL BE “DECLINED” BY THE UNIVERSITY BECAUSE OF ERRORS (WHICH ONLY YOU CAN FIX) SUCH AS INCORRECT TEACHING FIELD**
- **Undergraduate Initial and MAP** candidates **DO NOT** file your application until your graduation has been confirmed by the University and your test scores have been received. You are required to have a baccalaureate degree to file for licensure and successfully pass the required teacher test.

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General Contact Information Office of Educator Licensure

Phone: (877) 644-6338 Fax: (614) 466-1999
Ohio Department of Education
Office of Educator Licensure
25 S. Front Street, Mail Stop 105
Columbus, Ohio 43215-4183

Fees for Licensure Applications Ohio Educator Licensure Fees

Addition of Teaching Area	\$20
Multiple License Discount for Professional Licenses with the same effective year	\$20
Nonrefundable processing fee for application requests that do not result in issuance of a license	\$25
Evaluation Request for Alternative Licensure	\$25
Evaluation Request for licensure through the Supplemental Pathway (must hold Supplemental teaching license in the requested area)	\$25
One-Year Educational Aide Permit, Adult Education Permit, Student Monitor Permit, or One-Year Substitute License	\$25
One-Year Temporary, One-Year Out-of-State Educator, or One-Year Supplemental License	\$40
Alternative Principal License	\$40
Three-Year Pupil Activity Permit	\$45
Evaluation Fee for Out-of-State Application	\$50
Two-Year Provisional Teaching (renewal only)	\$80
Two-Year Alternative Administrative Specialist or Alternative Superintendent License	\$80
Four-Year Educational Aide or Adult Education Permit	\$100
Three-Year Visiting International Teacher License	\$120
Five-Year Substitute License	\$125
Four-Year Alternative Resident Educator License, or Four-Year Resident Educator License	\$160
Five-Year Associate, Professional Teaching, Pupil Services, or Administrator License (New or Renewal)	\$200
Five-Year School Business Manager or School Treasurer License	\$200
Permanent Non-Tax Certificate	\$200

[Applicants may upload official transcripts into My Educator Profile beginning Feb. 27](#)

Educators who need to provide official university transcripts for their licensure requests will be able to submit these transcripts electronically within their licensure applications, once this enhancement is live on Friday afternoon, Feb. 27. Educators will need to upload their transcripts in PDF format during step 3 of the application or they may upload them in the My Documents section of My Educator Profile.

Please check that the license effective year is correct

When submitting licensure applications, some educators fail to apply for the correct effective year – a mistake that e-signers can correct before processing these applications. If the applicant needs the credential to teach now, they should make sure that 2014-2015 is selected as the effective year. If it is not designated correctly when the e-signer receives the request, he or she may simply click on the drop-down arrow next to the Effective Year and select 2014-2015. Approved credentials with this effective year will be valid when issued. Credentials issued with the 2015-2016 effective year will be effective beginning July 1, 2015.

Substitute License

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Substitute-Licensure>

One-Year or Five-Year Substitute Teaching License (New or Renewal)

Qualified individuals may receive either a one-year or five-year substitute teaching license upon the request and recommendation of:

- An employing superintendent of an educational service center or a city, local, exempted village or joint vocational school district; or
- The governing authority of a chartered nonpublic school or community school.

Background Checks

Where do I send the results of the background check?

Licensed educators and applicants for ODE licenses, certificates and permits, need to have the results sent to the Ohio Department of Education. Please tell the agency you use to send the results to ODE.

What happens if there is a delay in ODE's receipt of the background check results from BCI?

ODE will hold applications for a maximum of 180 days to allow sufficient time for receipt of background check results.

Can I send ODE a paper copy of my background check?

No, ODE cannot accept paper copies of background checks. ODE is required to use the background checks sent and reported electronically by BCI.

Validity Period

How often do I need to complete background checks for Ohio educator licensure?

Ohio law requires that all individuals must have a baseline BCI and FBI criminal background check at the time they apply for their first Ohio educator license, certificate or permit, and those checks must be no older than one year (365 days) at the time they are used for initial licensure.

If an individual then resides continuously in Ohio, he or she does not need to update the BCI background check, but must obtain an updated FBI check once every five years.

If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, then both background checks will need to be updated.

How do I look up when my background checks expire?

You may look up the date of your most recent background checks while completing an application for any educator license through the My Educator Profile tool within ODE.CORE. This is accessible through your [SAFE account](#).

I had my background checks done recently for another job; can I have those results sent to you?

If the BCI results are less than one year old, you may have them sent by the Bureau of Criminal Investigation (BCI) to ODE for use in considering your licensure application. Contact BCI at 877-224-0043.