



USE THIS APPLICATION ONLY TO



T

Transition from a Four-Year or Eight-Year Certificate to a Five-Year Professional License

Educator ID Number or Social Security Number

Grid for entering ID number

A Last Name, First Name, M.I., Gender, Birthdate

Other names (maiden, etc) which may appear on any official records:

Address, City, State, Zip Code

B Check appropriate box

G LEGAL QUESTIONS Each Question MUST be answered by placing a 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

Table with columns YES, NO, HAVE YOU EVER... and rows for various legal questions

C Indicate certificate type(s) to be transitioned

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 a FBI background check from the Federal Bureau of Investigation.

Reason Fingerprinted [X] 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.

D Check only one: License to begin on: July 1, (current academic year)

E Mail license to (check only one): Applicant's address, Ohio school district, IRN#

H Are you currently employed in an Ohio school? YES NO

Please see #6 in the general instructions

Table with columns From/To, School District, City, State, Position Held/Subjects Taught, Grade

F I certify under penalty of loss of my right to teach in the state of Ohio that the information provided on this application is true and correct in every respect.

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

Signature of Applicant, Home Telephone, Date

Signature of Local Professional Development Committee (LPDC), Date

General Instructions for TRANSITION application PLEASE READ CAREFULLY

Normal Processing Time is 4 Weeks

Application status may be checked on the web site at: www.ode.state.oh.us. Use the search option to access EDUCATOR PROFILE.

1. Please complete this application using a pen. Please do not staple application materials together.
2. In section B, check the first line if you are applying to transition a certificate(s) to a license effective for the current academic year.

Transition of a certificate to a license effective for the current academic year = \$60.00

Multiple certificates being transitioned at the same time for the current academic year = \$60.00 for first certificate and \$10.00 for each additional certificate

Check the second line if you are applying to transition a certificate onto a currently existing five year license and you are requesting the effective year of the existing license.

Addition of expiring certificate(s) to an existing valid five-year professional license (the license will retain the effective date of the existing license) = \$10.00

3. **Processing Fees:** A check or money order payable to "**Treasurer, State of Ohio**", covering the processing fee(s) specified for the license(s) requested, must accompany each application (**do not send cash**). **NOTE:** Checks returned for insufficient funds may result in the **VOIDING** of the license.

4. **Section D:**
The effective year for an Ohio license is July 1, regardless of the date of application. Applicants who hold multiple certificates have two options. As a certificate expires and is ready to be transitioned to a license it may either be issued as a separate five year professional license with an effective date that is reflective of the current year, or it may be joined on to a currently existing five year professional license the educator holds and will take on the validity period of the existing license.

5. Applicants who hold the following licenses **must** transition based on maintenance of a currently valid license issued by the respective Ohio licensure board:
Audiologist, Social Worker, Speech/Language Pathologist, Nurse, Physical Therapist, Occupational Therapist must submit a photocopy of that valid board license (wallet size pocket license showing expiration date).

The school counselor and school psychologist **may** be transitioned with evidence of a currently valid license issued by the respective Ohio licensure board, but they are not required to hold this license. Those who do not hold the board license may refer to the requirements in section 6 of these instructions

6. **Section H:**
If you answered YES to Section H on the application, the school/district Local Professional Development Committee (LPDC) should sign in Section I verifying that all requirements have been met.

If you answered NO to Section H on the application, OFFICIAL TRANSCRIPTS (no photocopies or grade reports) showing all coursework require for transition must be sent with this application. If transcripts are to be sent separately from your application, include a note telling us which college(s) will be sending transcripts.

CERTIFICATE TYPES

(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 EDUCATION	(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 ADMIN	(61) READING SUPERVISOR
(41) EAS - SCHOOL-COMM. RELATIONS	(69) MRDD SUPERVISOR
(42) EAS - VOCATIONAL DIRECTOR	(70) MRDD PRINCIPAL

Teaching field codes will be entered automatically by the Office of Educator Licensure