

Substitute Teaching License Application

This application has two pages to be completed. Please fill in, print and sign.

Page 1 of 4 **SUB**

Personal Information

Educator ID or SSN - - Birthdate
Male Female



First Name Middle Initial

Last Name

Address

City State

Zip Code

E-mail

Home Phone Mobile Phone

Other names which may appear on official documents (e.g. maiden)

Use this application for

Substitute Teaching License

New and Renewal

Mail application and fee to:

Office of Educator Licensure
25 South Front Street, Mail Stop 105
Columbus, OH 43215

Amount Enclosed \$

FIRST OHIO LICENSE, CERTIFICATE OR PERMIT

When an individual submits an application for their very first license, certificate or permit issued by ODE, 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 the results to Teacher Cert per example below:

Reason Fingerprinted

X 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: <http://www.ohioattorneygeneral.gov/Services/Business/WebCheck>

LEGAL QUESTIONS

Each question MUST be answered by checking the appropriate box.

If you answer YES to any question, attach an explanation to this application.

Please indicate the **year of conviction**, the **nature of the offense**, and the **court where the matter was heard**.

HAVE YOU EVER ...

- | | | |
|---------------------------|--------------------------|--|
| <input type="radio"/> YES | <input type="radio"/> NO | Been convicted of, found guilty of, pled guilty to , or pled no contest to any misdemeanor other than a traffic offense? |
| <input type="radio"/> YES | <input type="radio"/> NO | Been convicted of, found guilty of, pled guilty to , or pled no contest to any felony? |
| <input type="radio"/> YES | <input type="radio"/> NO | Had a criminal conviction sealed or expunged? |
| <input type="radio"/> YES | <input type="radio"/> NO | Had ANY professional certificate, license, or permit, or an application for same, revoked, suspended, limited or denied? |
| <input type="radio"/> YES | <input type="radio"/> NO | 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 _____

Date _____

Substitute Teaching License

or to request a DUPLICATE copy or correction of a currently valid license.

CREDENTIAL INFORMATION - Indicate License Request

- NEW RENEWAL
 1-Year \$25.00 5-Year \$125.00

- SHORT-TERM SUBSTITUTE
 LONG-TERM SUBSTITUTE

(See definitions and coursework requirements in the General Instructions)

Indicate license type requested (see code sheet on page 4)

Indicate teaching field requested. (see code sheet on back)

- Duplicate
 Correction

Please specify the correction requested (name Change etc)

DEGREE INFORMATION

Indicate the highest educational level completed. (Select one only)

- High School Bachelor Master Doctorate

College/University

State

Date of Completion

EFFECTIVE YEAR

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

Permit to begin on July 1,

MAIL TO ORGANIZATION (all licenses are mailed to the employing Ohio school/district)

School District

IRN #

SUPERINTENDENT SIGNATURE

I hereby request a license for the individual named on this application.

Signature of Ohio School Superintendent

School District

Date

APPLICANT SIGNATURE

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

Signature _____ Date _____

Print Name

Fees: Please enclose a money order or personal check payable to "Treasurer, State of Ohio" for each application. **DO NOT SEND CASH.**
(\$25.00 of the processing fee is non-refundable if eligibility requirements for the license are not met.)

CHECKLIST Have you

- ____ Received the Superintendent's signature ____ Completed each section on page 1 and page 2 and **signed page 1 and page 2**
____ Attached a check or money order ____ Requested electronic submission of the BCI and FBI

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

1. Use a separate form for each license type requested. Please fill in, print and sign the application before sending it in.
2. **All applications for substitute licenses must be initiated by the employing school district.**
All licenses are mailed to the school district.
3. **FEES:** The appropriate processing fee must accompany each application. **DO NOT SEND CASH.**
Please make check or money order payable to: **"Treasurer, State of Ohio"**.
Please note: \$25.00 of the processing fee is non-refundable if eligibility requirements for the license are not met.

1-Year Long-Term or Short-Term, new or renewal	\$ 25
5-Year Long-Term or Short-Term, new or renewal	\$ 125
Duplicate or Correction	\$ 20

4. **CREDENTIAL INFORMATION:**

Short-Term Substitute Teaching License

A short-term substitute license may be issued to the holder of a baccalaureate degree. This is a general license that carries no teaching fields. An individual holding a short-term substitute license may substitute teach in a given classroom for no more than five days.

The short-term substitute license does not have license types or teaching fields.

Long-Term Substitute Teaching License

A long-term substitute license may be issued to the holder of a baccalaureate degree who evidences appropriate coursework as follows:

Early Childhood:	12 semester hours in professional early childhood education
Middle Childhood:	20 semester hours in EACH subject requested
Adolescence 7-12	20 semester hours in EACH subject requested
	note: integrated area must evidence an appropriate distribution of coursework example: integrated science must include coursework in life science, earth science, physics and chemistry
Multi-Age K-12	20 semester hours in EACH subject requested
Intervention Specialist K-12	12 semester hours in special education
	** This license may be issued only as a 1-year license, new and renewal.

SEE CODE SHEET ON PAGE 4 OF THIS APPLICATION: Please select the six-digit teaching field code numbers from only those code numbers listed under the request TYPE. The codes are not interchangeable.

5. **Applicants** (with less than a baccalaureate degree) **for an initial long term substitute career-technical license must attach a completed CTE-37 form** signed by the superintendent of the employing school/district verifying eligibility.
6. **OFFICIAL TRANSCRIPTS (no photocopies)**
Official transcripts are required with each application for an initial long-term or short-term substitute license.
7. **SIGNATURE OF THE SCHOOL DISTRICT OFFICIAL**
Applications for substitute licenses, new or renewal, must be signed by the employing superintendent or head of school.
- 8.. **SIGNATURE OF THE APPLICANT** is required on page 1 and page 2 of this application.
9. School districts may mail the application to:
Office of Educator Licensure
25 S. Front Street, Mail Stop 105
Columbus, OH 43215.

(62) MIDDLE CHILDHOOD (4-9)

050150 Language Arts and Reading (4-9)
110100 Mathematics (4-9)
130102 Science (4-9)
150003 Social Studies (4-9)

(63) ADOLESCENCE TO YOUNG ADULT (7-12)

050145 Integrated Language Arts
110094 Integrated Mathematics
150004 Integrated Social Studies
132010 Integrated Science
132150 Physical Sciences: Chemistry
132160 Physical Sciences: Physics
132030 Life Sciences
132040 Earth Sciences

(64) MULTI-AGE (PK-12)

111780 Computer Information Science
080302 Dance
050338 Drama/Theater
080115 Health
050675 Library/Media
060230 Modern Language - French
060235 Modern Language - German
060150 Classical Language - Greek
060245 Modern Language - Italian
060250 Modern Language - Japanese
060107 Classical Language - Latin
060625 Modern Language - Russian
060265 Modern Language - Spanish
120050 Music
080305 Physical Education
050250 TESOL (Teaching English to Speakers of Other Languages)
020012 Visual Arts

(65) INTEVENTION SPECIALIST

196140 Mild/Moderate Educational Needs (K-12)
196142 Moderate/Intensive Educational Needs (K-12)
196109 Visually Impaired (PK-12)
196116 Hearing Impaired (PK-12)

(66) CAREER-TECHNICAL

(Bolding indicates baccalaureate degree required)

Agriculture**010100 Agriscience**

010101 Animal Production
010104 Production Agriculture
010131 Equine Sceince
010191 Zoo Animal Production & Care
010200 Agribusiness
010300 Agricultural Industrial Equipment
010400 Food Science
010500 Horticulture
010600 Natural Resources
010699 Environmental Management

Business**140550 Integrated Business**

140100 Accounting
140200 Business Information Systems
140300 Administrative Office Technology
140800 Business Administration and Management

Technology**160610 Technology Education****Marketing Education****040800 General Marketing Education**

040115 Entertainment Marketing
041118 Travel & Tourism Marketing
040810 Marketing Management
040820 E-Commerce Marketing
040830 Marketing Technology
040840 Sports Marketing
041900 Acquisition & Logistics

Family and Consumer Sciences Education**090120 Family & Consumer Sciences**

090201 Early Childhood Education and Care
090203 Culinary Arts & Food Services Management
090205 Hotels and Resorts

Health Occupations

070101 Dental Assistant
070103 Dental Lab. Technician
070203 Medical Lab Assisting
070204 Phlebotomy
070302 Practical Nursing
070303 Nurse Assistant
070305 Surgical Technology
070307 Home Health Aide
070410 Fitness Aide/Athletic Trainer
070603 Optometric Occupations
070904 Medical Assistant
070906 Community Health Aide
070912 Pharmacy Assisting
070913 Health Unit Coordination
070994 Patient Care Technician
070998 DHO Instructor
074820 Diagnostic Pathway
074830 Therapeutic Pathway
074840 Health Support Pathway
074850 Biotechnology
074890 Health Informatics Pathway
079950 Practical Nurse Coordinator

Trade and Industry

170100 Air Conditioning/Heating
170200 Appliance Repair
170301 Auto Collision Repair
170302 Automotive Technology
170303 Auto Speicalization
170400 Aviation
170401 Aircraft Maintenance
170403 Ground Operations
170700 Commercial Art Occupations
170802 Marine Occupations
170900 Commercial Photography Occupations
171001 Carpentry
171002 Electrical Trades
171003 Heavy Equipment (Construction)
171004 Masonry
171005 Interior Design Applications
171007 Plumbing & Pipefitting
171011 Building & Property Maintenance
171012 Industrial Maintenance and Repair
171017 Building Technology
171100 Custodial Services
171200 Medium/Heavy Truck Technician
171300 Drafting Occupations
171402 Power Transmission
171503 Electronics
171504 Telecommunications
171805 Construction - Design - Build
171806 Construction - Management
171807 Engineering Technologies - Design
171808 Engineering Technologies - Processes
171809 Engineering technologies - Products/Services
171900 Graphic Occupations
172000 Chemical Laboratory Assisting
172004 Industrial Laboratory Assisting
172302 Precision Machining
172303 Manufacturing Operations
172306 Welding - Cutting
172307 Tool & Die Making
172602 Cosmetology
172700 Plastics Occupations
172801 Firefighter Training (Paid)
172802 Criminal Justice
172808 Private Security
172810 Career Paths for the Law Profession
172811 Emergency Medical Technician
173100 Small Engine Repair
173601 Milwork & Cabinet Making
179960 DCT Coordinator

(71) EARLY CHILDHOOD PK-3**(74) PUPIL SERVICES**

282200 Intrepeter for the Hearing Impaired