

# Substitute License Application (New or Renewal)

## PERSONAL INFORMATION

SSN \_\_\_\_\_

**-OR-** Educator State ID \_\_\_\_\_

Birthdate \_\_\_\_\_ Male  Female

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.) \_\_\_\_\_

# Ohio

 Department of EducationOffice of Educator Licensure  
25 S. Front St., Mail Stop 105  
Columbus, Ohio 43215

This application has 2 pages to be completed. Please complete using black or blue ink only.

Please check one:

 New  Renewal

Amount enclosed: \$ \_\_\_\_\_

## BACKGROUND CHECKS

### First Ohio License, Certificate or Permit

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.

### 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 a ✓ in the appropriate box.)

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.

- 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?
- Yes  No Have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any felony?
- Yes  No Have you ever had a criminal conviction sealed or expunged?
- Yes  No Have you ever had ANY professional certificate, license, permit, or an application for the same, revoked, suspended, limited or denied?
- Yes  No Have you ever surrendered ANY certificate, license or permit, other than a driver's license?

## APPLICANT SIGNATURE

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 \_\_\_\_\_

**CREDENTIAL INFORMATION**  **New**  **Renewal**

- Short-Term  1-Year \$25.00  
  5-Year \$125.00

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 in a given classroom for no more than five consecutive days.

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

- Long-Term  1-Year \$25.00  
  5-Year \$125.00

License Type   License types and teaching field codes may be found on page 4 of this application.

Indicate teaching field requested.

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
- Multi-Age K-12 20 semester hours in EACH subject requested
- Intervention Specialist K-12\* 12 semester hours in special education

Note: Integrated areas must evidence an appropriate distribution of coursework  
 Example: Integrated science must include coursework in life science, earth science, physics and chemistry.

\*This license may be issued only as a 1-year license, new or renewal. This license requires an additional 6 semester hours in a program leading to licensure in the content area for each renewal requested.

**DEGREE INFORMATION**

Indicate the highest educational level completed.

- High School  Associate  Bachelor  Master  Doctorate

College or 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 1 of the year the license expires.

License to begin on July 1, \_\_\_\_\_.

**SUPERINTENDENT SIGNATURE and MAIL TO ORGANIZATION**  
 (All licenses are mailed to the employing Ohio school/district.)

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

\_\_\_\_\_  
 Signature of Ohio School Superintendent

\_\_\_\_\_  
 Date

School District Butler County Educational Service Center IRN # 

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**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 of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

**CHECKLIST** Have you ...

- Attached a check or money order  Completed each section on page 1 and page 2 and signed page 1 and page 2
- Obtained the Superintendent's signature on this application  Requested electronic submission of BCI and FBI reports (if applicable)
- Included official transcripts (if applicable)

**SUB**  
Instructions

**GENERAL INSTRUCTIONS**

For Substitute Licenses – Long-Term and Short-Term

Application status may be checked on the Web site at [education.ohio.gov](http://education.ohio.gov).

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

**SUB****Codes****LICENSE TYPE AND TEACHING FIELD CODES****(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  
 050090 American Sign Language  
 050675 Library/Media  
 060102 Modern Language-Chinese  
 060230 Modern Language-French  
 060235 Modern Language-German  
 060245 Modern Language-Italian  
 060250 Modern Language-Japanese  
 060107 Classical Language-Latin  
 060150 Classical Language-Greek  
 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) INTERVENTION SPECIALIST**

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

**(66) CAREER-TECHNICAL**

(Bolding of the teaching area and number indicates  
 baccalaureate degree required)

**Baccalaureate Degree**

**010100 Agriscience**  
**140550 Integrated Business**  
**040800 Marketing**  
**090120 Family & Consumer Sciences**  
**160610 Technology Education**

**Career-Technical License**

(For initial license CT-37 required)

**Agriculture**

010101 Animal Production  
 010200 Agribusiness  
 010300 Agricultural Industrial Equipment  
 010400 Food Science  
 010500 Horticulture  
 010600 Natural Resources  
 012100 Agricultural Biotechnology

**Arts and Communications**

340100 Visual Design and Imaging  
 340125 Media Arts  
 340130 Performing Arts

**Business and Administrative Services**

140300 Administrative Office Technology  
 140350 Legal Office Management  
 140370 Medical Office Management  
 140800 Business Administration and Management  
 Construction Technology  
 170100 Air Conditioning/Heating  
 171001 Carpentry  
 171002 Electrical Trades  
 171003 Heavy Equipment (Construction)  
 171004 Masonry  
 171005 Interior Design Applications  
 171007 Plumbing & Pipefitting  
 171011 Building & Property Maintenance  
 171017 Building Technology  
 171100 Custodial Services  
 173601 Millwork & Cabinet Making  
 179960 Diversified Cooperative Training

**Education and Training**

090201 Early Childhood Education and Care

**Engineering and Science Technology**

171402 Power Transmission  
 171504 Telecommunications  
 171650 Energy Science  
 171807 Engineering Technology-Design  
 171808 Engineering Technology-Process  
 171809 Engineering Technology-Product/Services  
 172000 Chemical Laboratory Assisting  
 172004 Industrial Lab Assisting

**Finance**

140100 Accounting

**Government and Public Administration**

360224 Government and Public Administration

**Health Science**

070101 Dental Assisting  
 070103 Dental Laboratory Technology  
 070203 Medical Laboratory Assisting  
 070204 Phlebotomy  
 070302 Practical (Vocational) Nurse  
 070303 Nurse Assisting  
 070305 Surgical Technology  
 070307 Home Health Aide  
 070410 Fitness Aide/Athletic Trainer Assisting  
 070603 Optometric Occupations  
 070904 Medical Assisting  
 070906 Community Health Aide  
 070912 Pharmacy Assisting  
 070913 Health Unit Coordinator  
 070994 Patient Care Technician  
 070998 Diversified Health Occupations (DHO)  
 074820 Tech Prep Diagnostic Cluster  
 074830 Tech Prep Therapeutic Cluster  
 074840 Health Support Systems  
 074850 Biotechnology  
 074890 Tech Prep Information Cluster

**Hospitality and Tourism**

041118 Travel & Tourism Marketing  
 090203 Culinary Arts & Food Service Management  
 090205 Hotels and Resorts

**Human Services**

172601 Barbering  
 172602 Cosmetology  
 172610 Family and Community Services

**Information and Technology**

140200 Business and Information Services

**Law and Public Safety**

172801 Firefighter Training  
 172802 Criminal Justice  
 172808 Private Security  
 172809 Fundamentals of Public Safety  
 172810 Career Paths for the Law Profession  
 172811 Emergency Medical Technician-Secondary

**Manufacturing Technologies**

170200 Appliance Repair  
 170375 Automation and Robotics  
 170380 Manufacturing Operations  
 171012 Industrial Maintenance and Repair  
 171300 Drafting Occupations  
 171503 Electronics  
 172302 Precision Machining  
 172303 Manufacturing Operations  
 172306 Welding and Cutting

**Marketing Education**

047000 Marketing Communications  
 040810 Marketing Management  
 041900 Acquisition & Logistics  
 044105 Entrepreneurship

**Transportation Systems**

170301 Auto Collision Repair  
 170302 Auto Technology  
 170303 Auto Specialization  
 170400 Aviation Occupations  
 170401 Aircraft Maintenance  
 170403 Ground Operations  
 171200 Medium/Heavy Truck Technician  
 173100 Power Equipment Technology

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

282200 Interpreter for the Hearing Impaired