

# 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  Cell 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 the Ohio Department of Education (ODE), a BCI and FBI background check report, completed within 365 days of the date the application is received, must be on file at ODE.

### 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 the Ohio Department of Education 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 ...

YES  NO Been convicted of, found guilty of, pled guilty to, or pled no contest to any misdemeanor other than a traffic offense?

YES  NO Been convicted of, found guilty of, pled guilty to, or pled no contest to any felony?

YES  NO Had a criminal conviction sealed or expunged?

YES  NO Had ANY professional certificate, license, or permit, or an application for same, revoked, suspended, limited or denied?

YES  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 \_\_\_\_\_

Continued on page 2

01/10

Substitute Teaching License

CREDENTIAL INFORMATION - Indicate License Request

- NEW  RENEWAL
- 1-Year \$25  5-Year \$125

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 page 4.)

[ ]

[ ]

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 1 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 Butler County ESC IRN # 046086

SUPERINTENDENT SIGNATURE

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

Signature of Ohio School Superintendent Butler County Educational Service Center 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 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, if applicable

**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 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 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
	<i>note:</i> Integrated area must evidence an appropriate distribution of coursework <i>example:</i> 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 designee.
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.

# License Types 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  
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) INTERVENTION 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 Science  
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 Specialization  
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 Millwork & Cabinet Making  
179960 DCT Coordinator

**(71) EARLY CHILDHOOD PK-3**

**(74) PUPIL SERVICES**

282200 Interpreter for the Hearing Impaired