

Licensure Application Procedures

Effective Spring 2020 with COVID-19 Information

Requirements to be Eligible for an Ohio Teaching License – COVID-19 Plans

1. Successful completion of the OWU teacher education program as noted on your COVID-19 Plan and confirmed by your Program Director.
2. Successful completion of a background check by the Bureau of Criminal Investigation.
 - a. If your background check is current, you can proceed to number three on this list.
 - b. If your background check has expired, you will need to contact BCI at (877) 224-0043 for instructions on how to complete fingerprint collection at home.
3. Successful completion of the applicable state mandated licensure examinations: OAE and (OPI, ACFL, WPT)
 - a. If you have completed ALL of the applicable licensure exams, you can be recommended for a 4-year Resident Educator license.
 - b. If you have completed SOME of the applicable licensure exams, you can be recommended for a 1-year Temporary license (Additional information below).
 - c. If you have completed ALL of the applicable licensure exams for your initial license area (Early Childhood), but NOT ALL for your endorsement area (4/5 or Early Childhood Special Education), you can be recommended for a 4-year Resident Educator license for your initial licensure area and a 1-year Temporary license for your endorsement area(s).

Temporary One-Year Licenses – Information from HB 197 & Ohio Department of Education

<http://education.ohio.gov/Topics/Student-Supports/Coronavirus/Educator-Licensure>

Applications for 1-year Temporary licenses will be accepted starting May 15, 2020. The period of time for which the 1-year temporary license is available will extend to 90 days after the state of emergency is lifted, but not later than December 1, 2020, whichever date comes first. The Department cannot provide a fixed date for the cessation of the 1-year temporary license until the current state of emergency is lifted, but the possible scenarios are as follows:

- If the period of the emergency declared by executive order ends on any day before June 3, 2020, (90 days before September 1, 2020), the one-year temporary license will be offered until September 1, 2020.
- If the period of the emergency declared by executive order ends on any day between June 3, 2020, and September 2, 2020, (90 days before December 1, 2020), the 1-year temporary license will be offered until 90 days from the day the emergency order ends.
- If the period of the emergency declared by the executive order ends on any day after September 2, 2020, this 1-year temporary license will be offered until December 1, 2020.

This license is non-renewable and will expire on July 1, 2021. Prior to the expiration of the license, you will have to pass ALL of the required OAE(s) in order to be granted the 4-year Resident Educator license.

4-Year Resident Educator Licenses

If you have successfully completed your OWU program requirements, have a successful background check, and have passed all applicable licensure exams, you may be issued a 4-year Resident Educator license from the Ohio Department of Education (ODE). Additional information is available from the ODE Website:

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Apply-for-Certificate-License>

The process for obtaining a substitute license can be found here:

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

Candidates desiring a teaching license from another state should contact the appropriate State Department of Education.

Process for Creating Online Accounts through the Ohio Department of Education

During the student teaching semester, candidates will complete the online application form for teacher licensure. It is the candidate's responsibility to create an OH/ID account in the Ohio ID portal. You will need to create an account to apply for and manage your Ohio teaching license.

Once you have created your OH/ID account, you will be able to access the CORE [Connected Ohio Records for Educators] application, which gives you access to "My Educator Profile" - a secure environment for educators to update their demographic data and pay licensure fees online using a credit card. Candidates are encouraged to check the status of their application through this online system. While the application is being processed, candidates can request a letter verifying they have completed all licensure requirements from the Education Department Academic Assistant.

Here is the address to create/login to the OH/ID Portal:

<https://ohid.ohio.gov/wps/portal/ohid/pages/self-registration>

Create an OH/ID account.

To create your OH/ID account, complete the following steps:

1. Complete Profile Information
2. Complete Security Setup
3. Complete Confirmation Screen

Once you have created your OH/ID Account, return to the login screen and enter new username and password to login. Your login screen will have available apps.

Find "Department of Education Profile Setup"

- ✓ Click to enter
- ✓ Follow prompts
- ✓ Request access
- ✓ Return to Apps screen
- ✓ Click Department of Education Setup second time
- ✓ Click "View Applications"
- ✓ Complete "My Profile" information

Wait for confirmation of account – This could take several minutes – Please be patient

Submit your license application.

After you have submitted your "My Profile" information and have gained access to the online system, you are ready to submit your licensure application.

- ✓ Click on the CORE Application
- ✓ Find "My Credentials" on your CORE dashboard and select the "Apply for NEW Credential" button
- ✓ Follow the prompts to apply for a new credential
- ✓ Select "Teachers"; Select "Temporary 1-Year License", "4-Year Resident Educator License"; select "Apply" (If you are eligible for more than one license type, you will need to repeat this process for each license)
- ✓ Follow the prompts to submit your application – which includes online payment – and finalize your submission.

If you need additional help, the following links will assist you with creating and managing the OH/ID and CORE systems:

How to create OH/ID Account:

https://education.ohio.gov/getattachment/Topics/Department-of-Education-OH-ID-Portal-Help/OHID-Job-Aid_Account-Creation.pdf.aspx?lang=en-US

CORE account user manual:

<http://education.ohio.gov/getattachment/Topics/Teaching/Licensure/Apply-for-Certificate-License/CORE-User-Manual.pdf.aspx?lang=en-US>

Important Tips for Completing Your Application:

4-Year Licensure Fee is \$160

1-Year Licensure Fee is \$40

The on-line licensure system was set up with generic prompts, and it asks for some information that does not apply to all students. Read the bulleted items below for assistance in those areas.

- **Licensure Exam Scores**—Even though the system prompts you to upload your licensure exam scores, you do not need to; the scores are reported directly to ODE by OAE.
- **BCI/FBI Background Checks** – During the registration process, the system may indicate that you don't have a current background check even though you do. This is because you just created your account and all of the data has not been linked together yet. As long as you use the same Social Security Number for your background check as well as on your licensure form, the system will eventually link the two files.
- **Transcripts** – You may be prompted to upload your OWU transcript, but you do not need to. The Education Department Licensure Officer verifies that information.

Background Checks

ODE requires a current background check (within one year of report results) for issuance of the teaching license. When getting a background check, candidates must specify that an electronic copy of the report be sent directly to the Ohio Department of Education. If you had your background check done here on campus with BIM at the beginning of the school year, that report is valid for one year and it was sent to ODE. It is the candidate's responsibility to complete the process in a timely fashion so as not to delay the issuance of the teaching license.

During COVID-19 closures, if your background check has expired, you will need to contact BCI at (877) 224-0043 for instructions on how to complete fingerprint collection at home.

It is important that you be completely honest in disclosing any previous transgressions when you answer questions about your professional conduct. If you are caught lying, you will not be granted a license. ODE has developed appeal procedures for individuals with a record of prior convictions. Contact the Education Department licensure officer for information or the ODE Office of Professional Conduct.

<http://education.ohio.gov/Topics/Teaching/Educator-Conduct/Educator-Conduct-FAQs>

Effective Year

The effective year for an Ohio license begins July 1, regardless of the date of issuance. The earliest a 1-Year Temporary License or a 4-Year Resident Educator License may be effective is July 1.

Updated 4/20/20 with COVID-19 Information