

Applying for Preservice Teacher Permit

Created by: Stacy Welch



Before you Apply for the Preservice Permit

All candidates are required to have a current (within 1 year) BCI and FBI background checks on file with the State Board of Education (SBOE) for approval of the Preservice Permit.

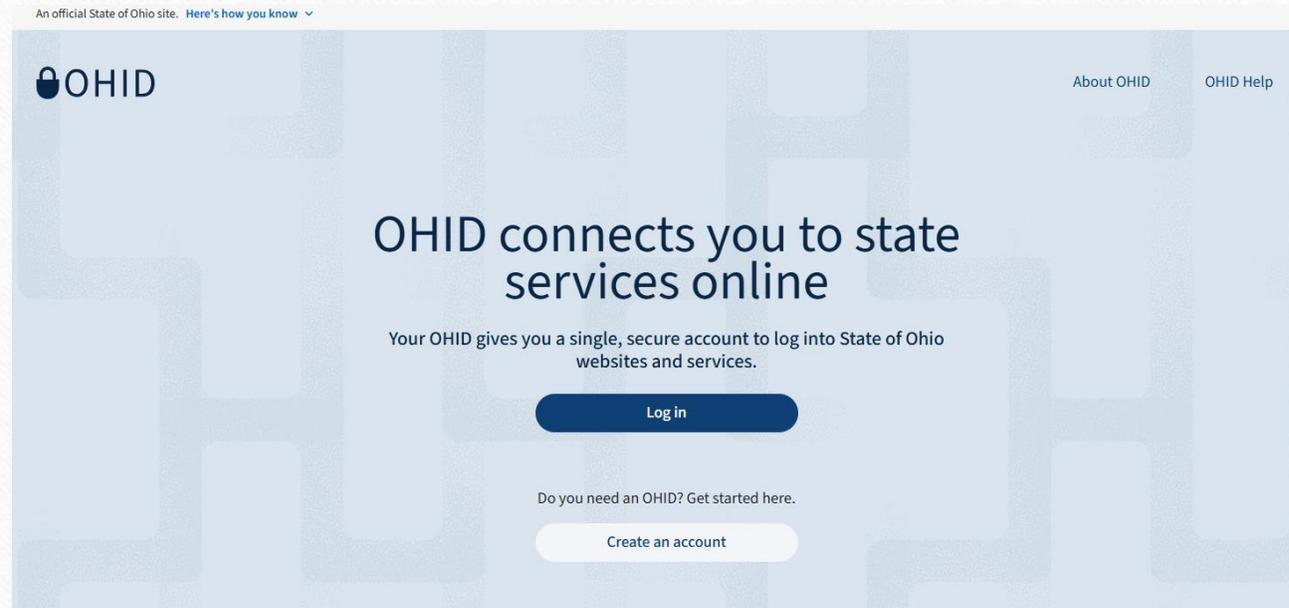
1. If you have never had your background checks completed, go to the closest Education Service Center (ESC) or Campus Police and provide the ORC Code: 3319.291. Make sure to send a copy to the State Board of Education (SBOE) and either to yourself or Muskingum University.
2. If you have a current or within the last year sub license, coaching permit, educational aide, etc. with the SBOE, you most likely have been enrolled in the Rapback program. You can check your OH | ID file to confirm. If you are enrolled in Rapback, check the date of your last FBI check. If it is within 5 years old, you do not need to do anything further. If your FBI is older than 5 years, you will need to get a new one submitted to SBOE.

NOTE: This form maybe helpful when you go to have your background checks completed.

[Background Check Form.pdf](#)

Applying for Pre-Service Teacher Permit

- **Create a OH | ID Portal Account** (if you do not have one)
 - Click on **LOGIN** at the top of the ODE webpage: <http://education.ohio.gov/>
 - Or use this link: [Secure access to State of Ohio services | OHID | Ohio's State Digital Identity Standard](#)
 - Takes you to the log in page and signup link (below)



The screenshot displays the OH|ID Portal-SAFE account dashboard. The browser window shows the URL https://ohid.ohio.gov/wps/myportal/ohid/business/home/lut/p/z1/hY5LC8lwEIR_i4dcm9VW. The page features a navigation bar with 'Home', 'User Account Management', and 'Help Center'. The main content area is titled 'My Apps' and includes a note: 'You are currently subscribed to the apps below - clicking the "X" on the app tile will unsubscribe you from the app and reinstating your subscription may require additional approval.' There are six app tiles: 'Department of Education Application Request', 'Department of Education Profile Setup', 'Educator Licensure and Records (CORE)', 'Ohio Education Directory System (OEDS)', 'Training and Registration', and 'My DODD'. A red arrow points to the 'Educator Licensure and Records (CORE)' app tile. Below the 'My Apps' section is an 'Available Apps' section with a search bar and two more app tiles: 'My DODD' and 'The Ohio Business Gateway'. The footer contains 'Terms of Use', 'Privacy Notice', and 'ohio.gov'. The Windows taskbar at the bottom shows the time as 2:48 PM on 7/15/2019.

This is the first page of your OH | ID Portal-SAFE account after you are logged in. Select “Educator Licensure and Records (CORE) app” to begin the application process. Click on the Star to keep it as a favorite on your opening page.

The screenshot shows a web browser window displaying the 'My Core Dashboard' for the Ohio Department of Education. The dashboard is organized into several sections:

- Messages & Notification:** A message stating, "Please verify your demographic information is correct. Click the 'My Profile' button in the upper right-hand corner to update your information."
- My State ID:** Displays the State ID: OH3189302.
- My Credentials:** Features a prominent blue button labeled "Apply for NEW Credential" with a plus sign. Below it, there is a table with columns for Credential, Status, Effective Year, Expiration Date, Credential Number, and Action. The total credentials are listed as 0.
- My Application Status:** Includes a "Pay & Submit" button and a "View History" button. It contains sections for "Submitted Applications (last 365 days)" and "Applications Not Yet Submitted", both showing "No applications to display".
- My Account, My Documents, and My Resident Educator Summary:** Each of these sections has a "Click to View" button with a plus sign.
- My Background Checks and My IPTI Registrations:** Each of these sections has a "Click to View" button with a plus sign.

The bottom of the dashboard features a footer with the names of the Superintendent of Public Instruction (Paolo DeMaria) and the President of the State Board of Education of Ohio (Tass Flishoff). The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 11:10 AM on 9/19/2018.

Select the “Apply for NEW Credential” box.

The screenshot shows a web browser window with the URL <https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Public.UI/>. A modal dialog titled "Apply for a Credential" is open, asking the user to select an option: "Apply for a NEW credential" or "Take action on my EXISTING credential". A red arrow points to the "Apply for a NEW credential" button. The background dashboard includes sections for "My Educator", "My Credential", "Submitted Applications", and "Applications Not Yet Submitted".

Apply for a Credential

Please select the option below that describes what you would like to do:

Apply for a NEW credential

Take action on my EXISTING credential

Close

Messages & Notifications

In accordance with the new substitute...

My Educator

Educator State ID: ...

My Credential

Apply for NEW Credential + View History

If you have never held an Ohio license or are applying to receive a new credential that you have not previously held, please click the *Apply for NEW Credential* button. If you are a license holder renewing or modifying a license that you currently hold or have held in the past, please find the credential in the list below and select the *Action* button.

Credential	Status	Effective Year	Expiration Date	Credential Number	Action
Total credentials: 0					

Below is a list of applications you have submitted. The status will be updated accordingly as your application moves through the review process.

Submitted Applications (last 365 days)

SUBMITTED DATE	CREDENTIAL	STATUS	ACTION
09/19/2018	5 Year Professional Administrative Specialist License / New In State	Declined	View Details

Total applications: 1

Applications Not Yet Submitted

No applications to display.

My Account Click to View +

My Documents Click to View +

High Performing Educator Summary Click to View +

My Background Checks Click to View +

My Resident Educator Summary Click to View +

Assessment Data Click to View +

Paolo DeMaria
Superintendent of Public Instruction

Ohio Department of Education
877-644-6338 Sign-up for Alerts
contact.center@education.ohio.gov

State Board of Education of Ohio
Laura Kohler, President

Mike DeWine, Governor | Privacy | Jobs | Employees | Site Map | Contact ODE

The Department of Education is an equal opportunity provider of ADA services.

Type here to search

2:52 PM 7/15/2019

Select the Apply for a NEW credential box.

Apply for a Credential

Please select the option below that describes what you would like to do:

[Apply for a NEW credential](#) [Take action on my EXISTING credential](#)

Teachers

Temporary Military Duty Licenses

Administrators

Reinstatement Licenses

Pupil Services

Alternative Teachers and Administrators

Substitutes

Education Aides

Tutor

Coaches (Pupil Activity Permit)

Adult Education Instructors

Nonpublic School Teachers and Administrators

Close

Please select the option below that describes what you would like to do:

[Apply for a NEW credential](#) [Take action on my EXISTING credential](#)

Teachers

Please select the type of the credential you would like and read the credential description below CAREFULLY before choosing which credential to apply for, to ensure you are applying for the correct credential and that you understand the associated requirements. You may click on any underlined link below for more information. Then click on 'Apply' to begin the application process.

[Resident Educator License - 2 Year](#)

[Interim Resident Educator License - 1 Year](#)

[Professional Teaching License - 5 Year](#)

[Pre-Service Teacher Permit - 1 and 3 Year](#)

[Provisional Career Tech Workforce Development License – 2 Yr](#)

[Advanced Career Tech Workforce Development License – 5 Year](#)

[Temporary Military Science License - 1 Year](#)

[Associate License – 5 Year](#)

Select “Teachers” from the dropdown list. Once this is selected another list will drop – select the correct license for your situation.

You will Select the Preservice Teacher Permit 1 or 3-year and click on apply.

Please select the option below that describes what you would like to do:

Start Credential Application Process ✕

Credential:

Please select...

Please select...

1 Year Pre-Service Teacher Permit

3 Year Pre-Service Teacher Permit

Start Application Process Close

Professional Teaching License - 5 Year

Pre-Service Teacher Permit - 1 and 3 Year

Provisional Career Tech Workforce Development License – 2 Yr

Advanced Career Tech Workforce Development License – 5 Year

Temporary Military Science License - 1 Year

Associate License – 5 Year

course.

This application requires the electronic signature of a [teacher/college/university](#).

Please click [here](#) for information regarding required [background checks](#) and [FBI criminal background checks](#).

Apply



Once you select the 1 or 3 year Preservice Teacher Permit, select Start Application process. Select the Effective date of the permit. All permits have a AY start time of 7/1/year and end 6/30/year.

Make sure the date you select reflects the courses you plan on enrolling. Example: You selected the 1 year permit, there are two date options – AY2025 (effective 7/1/25 to 6/30/26) and AY2026 (effective 7/1/26 to 6/30/27) You are taking classes spring 2026 that require fieldwork (meaning you need to be in a k12 school building), you will need to select the AY2025 to have a valid permit for this semester. If you select the 1 year permit, you will need to reapply for a new permit in June to be valid for fall 2026 courses.

If the courses you are taking in spring 2026 do not require field work, it is okay to select the AY2026 on the application.

Requested Credential(s)

3 Year Pre-Service Teacher Permit

Credential:	Action:	Effective:	Will Expire:
3 Year Pre-Service Teacher Permit	New In State	07/01/2024	06/30/2027

Teaching Fields:
There are no teaching fields specified for this credential.

Endorsements:
There are no endorsements specified for this credential.

Ohio Resident

Have you lived continuously in Ohio for the past five years?

Military Service

Would you like to apply for a military fee waiver?
If you answer yes, you must provide documentation of your status as a current member or a veteran of the U.S. Armed Forces, the National Guard or Reserves, or the Ohio Military Reserve or Ohio Naval Militia (under the Ohio Adjutant General); or as a spouse of an active duty member.
Note: For more information, please click here.

Criminal History and Prior License Discipline

The credential type will be at the top with set expiration date.

Respond to the remaining questions on the application.

Residency: yes or no

Military Service: yes or no

If you select yes, you will need to respond to the type of military credit and provide documentation. You will need to upload into the My Documents section of the Dashboard. Failure to provide documentation will delay processing of your application

File Edit View History Bookmarks Tools Help

Muskingum University USA Live TV | USA Network Requested Credentials

https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=1810131

Ohio Resident

Have you lived continuously in Ohio for the past five years?

Military Service

Are you currently a member or a veteran of the U.S. Armed Forces, the National Guard or Reserves, or the Ohio Military Reserve or Ohio Naval Militia (under the Ohio Adjutant General), or a spouse of an active duty member?
Note: For more information, please click here.

The Ohio Department of Education is waiving fees for educator licenses to recognize the contributions of military families. Please upload verification of military service if you are a veteran of any branch of the U.S. Armed Forces, please upload the DD Form 214 to verify your service. If you are a current member of the U.S. Armed Forces, Reserve, or National Guard, please upload a copy of the front of your military identification card. If you are a spouse of an active duty member, please upload a copy of the front of your spouse's military identification card and marriage license or proof of marriage. If you are a current member of the Ohio Military Reserve or Ohio Naval Militia, please upload a copy of the front of your State of Ohio Uniformed Services identification card.

Please select one of the following:

- Current member of the National Guard
- Current member of the Ohio Military Reserve
- Current member of the Ohio Naval Militia
- Current member of the Reserves
- Current member of the U.S. Armed Forces
- Spouse of an active duty member
- Veteran of any branch of the U.S. Armed Forces

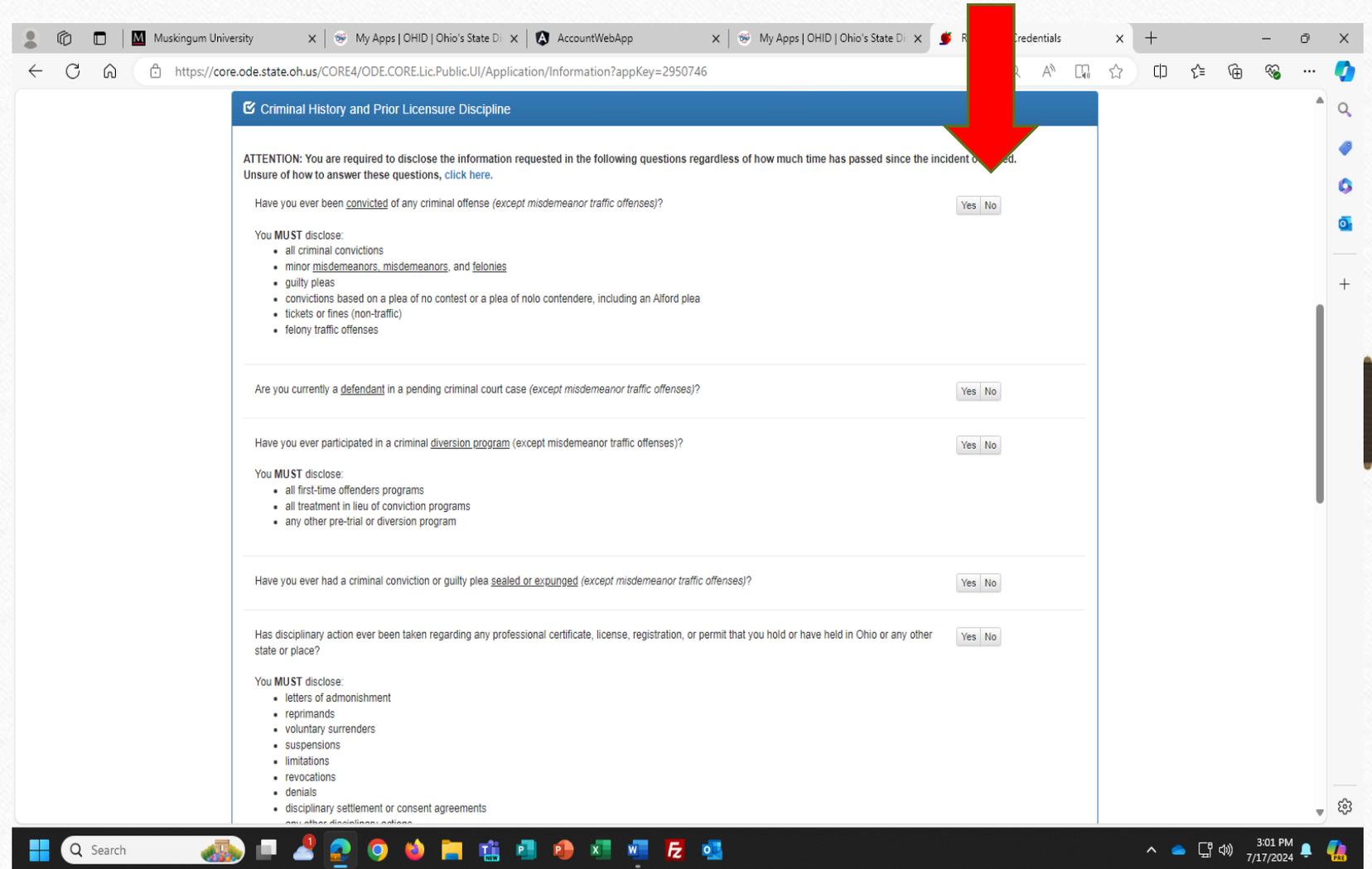
Type here to search

12:15 PM 9/19/2018

Criminal History and Prior Licensure Discipline:

Select Yes or No for each question.

If you select YES for any question, an explanation box will appear at the bottom of the section. Make sure to complete.



The screenshot shows a web browser window with the following tabs: Muskingum University, My Apps | OHID | Ohio's State Di..., AccountWebApp, My Apps | OHID | Ohio's State Di..., and Credentials. The address bar shows the URL: <https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=2950746>. The browser window displays a form titled "Criminal History and Prior Licensure Discipline". A red arrow points to the title bar of the form window.

Criminal History and Prior Licensure Discipline

ATTENTION: You are required to disclose the information requested in the following questions regardless of how much time has passed since the incident occurred. Unsure of how to answer these questions, [click here](#).

Have you ever been convicted of any criminal offense (except misdemeanor traffic offenses)?

You **MUST** disclose:

- all criminal convictions
- minor misdemeanors, misdemeanors, and felonies
- guilty pleas
- convictions based on a plea of no contest or a plea of nolo contendere, including an Alford plea
- tickets or fines (non-traffic)
- felony traffic offenses

Are you currently a defendant in a pending criminal court case (except misdemeanor traffic offenses)?

Have you ever participated in a criminal diversion program (except misdemeanor traffic offenses)?

You **MUST** disclose:

- all first-time offenders programs
- all treatment in lieu of conviction programs
- any other pre-trial or diversion program

Have you ever had a criminal conviction or guilty plea sealed or expunged (except misdemeanor traffic offenses)?

Has disciplinary action ever been taken regarding any professional certificate, license, registration, or permit that you hold or have held in Ohio or any other state or place?

You **MUST** disclose:

- letters of admonishment
- reprimands
- voluntary surrenders
- suspensions
- limitations
- revocations
- denials
- disciplinary settlement or consent agreements
- any other disciplinary action

The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray on the right shows the time as 3:01 PM and the date as 7/17/2024.

Educator Preparation: Select Ohio College or University.

Select School or University:
Type in Muskingum University or IRN# 063842 in the box provided.

Documents: If you have documents to upload, select the “upload documents” in the right corner. (The system defaults asking for the verification of military service, ignore if you did not answer Yes to this question.)

From here another box will open and you will be asked to select a file from your computer. This has to be a PDF document and less 3.5 mb.

NOTE: If you are unable to upload your documents during the application, this is not a problem, you can upload the documents at anytime in the “my documents” section from the Dashboard.

Required Application Signature:
This will default to the school/university selected above

File Edit View History Bookmarks Tools Help

M Muskingum University USA Live TV | USA Network Requested Credentials

https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=1810 67% Search

Educator Preparation

Educator Preparation

Alternative Route

Ohio College or University

Other

Out of State

Supplemental Progression

Please select a School or University:

063842 - Muskingum University [Find] [Reset]

Documents [Upload Documents]

Please click here to determine if documents are required for this application.

The following documents may be required for your application. Please check with your school/district, or see our website for application instructions and verification of requirements for your specific licensure request.

• Verification of Military Service - Military Fee Waiver Only

Application Documents

No documents to display.

Previously Submitted Documents

No documents to display.

Required Application Signatures

Note: Signature request will be auto filled when you select an Ohio College/University in Educator Preparation Information section above.

Dean Signature

063842 - Muskingum University [Find] [Reset]

Type here to search

12:17 PM 9/19/2018

Required Application Signature:
This will default to the school/university selected above

Application Signature:
Select: Yes or No

Then Review and Submit Application

The screenshot shows a web browser window with the URL <https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=2950746>. The page displays a notification about document uploads, followed by sections for 'Application Documents' and 'Previously Submitted Documents', both showing 'No documents to display'. The 'Applicant Signature' section contains a red text block with a 'Yes No' selection. At the bottom, a red arrow points to the 'Review and Submit Application' button. The footer includes contact information for Paul Craft, Superintendent of Public Instruction, and the State Board of Education of Ohio, along with social media links and a disclaimer.

Before uploading a document, please verify it is in your file by reviewing the My Documents section on the dashboard. If the document is already in your file, do not upload it again. Submitting documents that are already in your file will delay processing your application.

- Verification of Military Service - Military Fee Waiver Only

Application Documents
No documents to display.

Previously Submitted Documents
No documents to display.

Applicant Signature

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed. I understand that I am responsible for the correctness of this application and that if this application contains false information it may be denied under ORC 3319.31. Additionally, I understand that any false statements on this application or attachments may subject me to criminal prosecution and the loss of my license. I also understand that a background check may be required prior to a license being issued.

Yes No

Return to Dashboard | Save and Exit (Without Submitting) | Request Additional Credential | **Review and Submit Application**

Paul Craft
Superintendent of Public Instruction

State Board of Education
1 855.983.4868 | Sign-up for Alerts
contact.center@sboe.ohio.gov

State Board of Education of Ohio
Paul LaRue, President

Mike DeWine, Governor | Privacy | Jobs | Employees | Site Map | Contact SBOE

The State Board of Education is an equal opportunity provider of ADA services.

A copy of the information you entered will appear. If everything is correct, click on pay and submit application.

Ohio Department of Education
Application Details for Christopher Blison (OH3496317)

Applicant Details
Full Name: Christopher Blison State ID: OH3496317 Birth Date: 07/29/2003 Submitted Date: 07/17/2024

Application Details
3 Year Pre-Service Teacher Permit - New In State
Requested Effective Date: 7/1/2024 Will Expire: 06/30/2027
Teaching Fields: There are no teaching fields specified for this credential.
Endorsements: There are no endorsements specified for this credential.

Military Service
Would you like to apply for a military fee waiver? No
If you answer yes, you must provide documentation of your status as a current member or a veteran of the U.S. Armed Forces, the National Guard or Reserves, or the Ohio Military Reserve or Ohio Naval Militia (under the Ohio Adjutant General); or as a spouse of an active duty member.
Note: For more information, please click here.

Educator Preparation
Select the pathway completed for this credential or area:
I am enrolled in a course that is part of an Educator Preparation Program AND will be working in a PK-12 school as part of the course.
063842 - Muskingum University

Criminal History and Prior Licensure Discipline
Have you ever been convicted of any criminal offense (except misdemeanor traffic offenses)? No

You MUST disclose

- all criminal convictions
- minor misdemeanors, misdemeanors, and felonies
- guilty pleas
- convictions based on a plea of no contest or a plea of nolo contendere, including an Alford plea
- tickets or fines (non-traffic)
- felony traffic offenses

Are you currently a defendant in a pending criminal court case (except misdemeanor traffic offenses)? No
Have you ever participated in a criminal diversion program (except misdemeanor traffic offenses)? No

You MUST disclose

- all first-time offenders programs
- all treatment in lieu of conviction programs
- any other pre-trial or diversion program

Have you ever had a criminal conviction or guilty plea sealed or expunged (except misdemeanor traffic offenses)? No
Has disciplinary action ever been taken regarding any professional certificate, license, registration, or permit that you hold or have held in Ohio or any other state or place? No

You MUST disclose

- letters of admonishment
- reprimands
- voluntary surrenders
- suspensions
- limitations
- revocations
- denials
- disciplinary settlement or consent agreements
- any other disciplinary actions

Ohio Resident
Have you lived continuously in Ohio for the past five years? Yes

Required Application Signatures
Dean Signature: 063842 - Muskingum University

Applicant Signature
I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed. I understand that I am responsible for the correctness of this application and that if this application contains false information it may be denied under ORC 3319.31. Additionally, I understand that any false statements on this application or attachments may subject me to criminal prosecution and the loss of my license. I also understand that a background check may be required prior to a license being issued. Yes

Print
Pay and Submit Application \$
Cancel

Pay and Submit Applications:
\$ Credential Applications Payment:

You have the option to include or not include applications in the payment. These are for applications completed at different times.

If you are a dual major, both applications, if completed at the same time, will be listed in the same box. Payment will include both applications.

Select the **continue** button

The screenshot shows a web browser window with the URL <https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Home>. The page is titled "Pay and Submit Applications" and is part of the Ohio Department of Education's "My Core Dashboard". A modal window is open, displaying a table of credential applications. The table has columns for "Initiated", "Credential(s)", "Include", and "Do Not Include". One application is listed: "09/19/2018 4 Year Resident Educator Multi Age (P-12) License / New In State". Below the table, there is a "Total Amount Due" section showing a total of \$160.00. At the bottom of the modal, there are "Continue" and "Close" buttons. A red arrow points to the "Continue" button. The background of the dashboard shows various navigation options and user information.

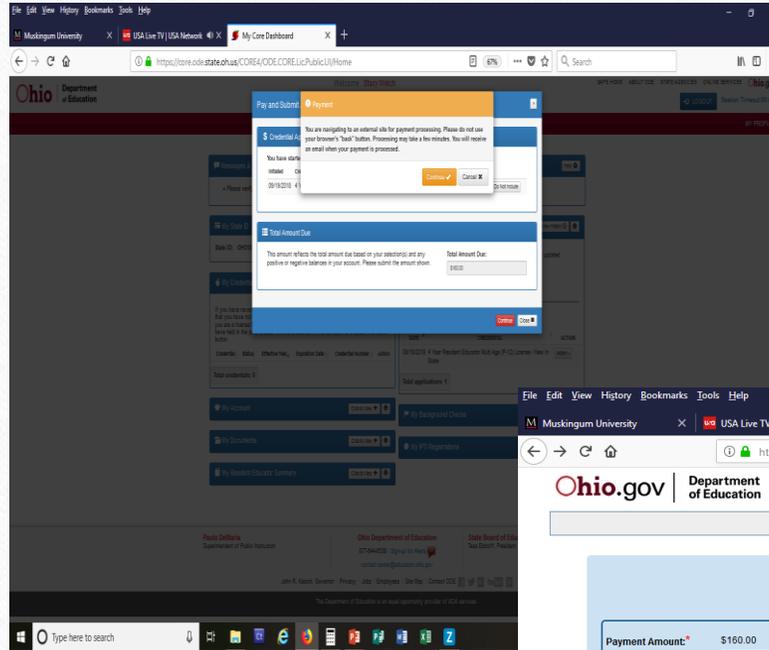
Initiated	Credential(s)	Include	Do Not Include
09/19/2018	4 Year Resident Educator Multi Age (P-12) License / New In State	<input type="checkbox"/>	<input type="checkbox"/>

Total Amount Due: \$160.00

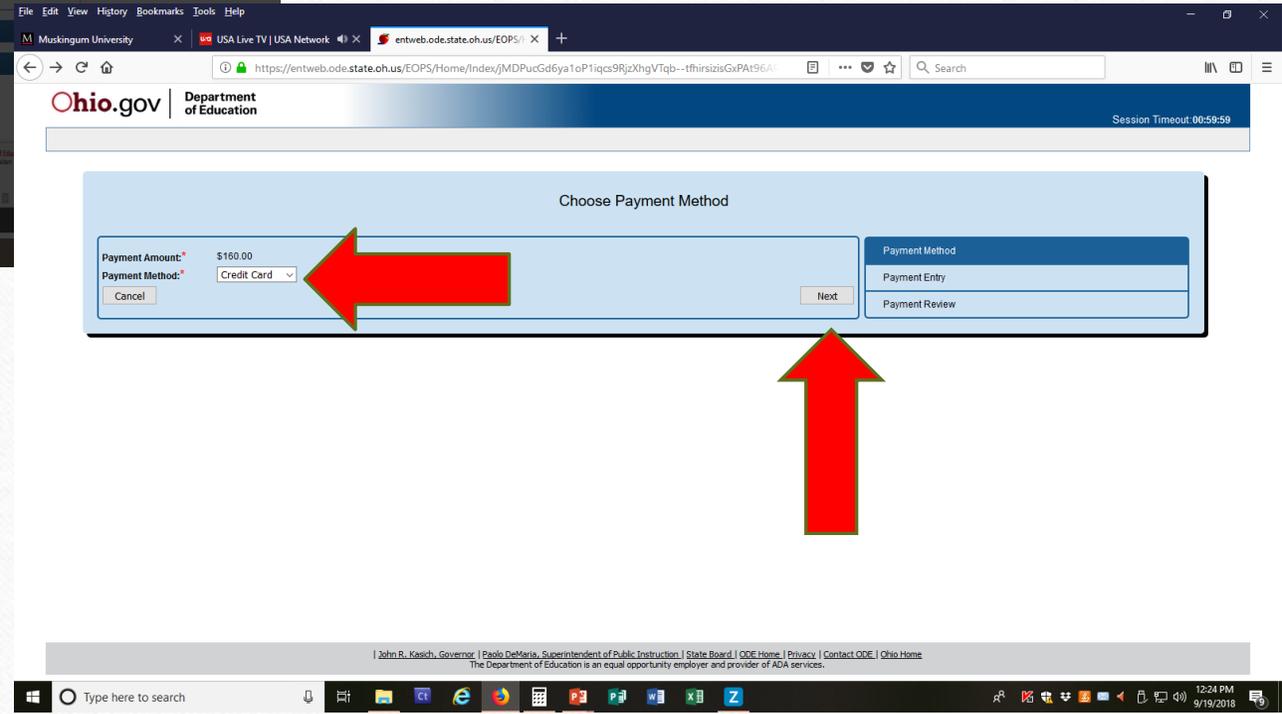
Buttons: Continue, Close

Payment:

This just states you are going to a different webpage for payment.



Choose Payment Method:
Click on down arrow next to "Payment Method", then select Next.



Ohio.gov | Department of Education

Ohio Department of Education - Educator Licensure

Enter Payment Information

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.
For assistance locating the card security code, please select the following:

[Locate Card Security Code](#)

State Board of Education - Educator Licensure Payment Summary

Total
\$75.00

Payment Information

* Credit Card Number

* Credit Card Type

* Expiration Month

* Expiration Year

* Card Security Code

Billing Information

First Name

Middle Name

Enter all Payment Information listed on screen. **Select continue.**

Note: if this is not completed, the application has **NOT** been submitted to the university for approval.

* Expiration Month

* Expiration Year

* Card Security Code

Billing Information

First Name

Middle Name

* Last/Business Name

* Phone

* Address Line 1

Address Line 2

* City

* State/Province/Region

* Zip/Postal Code

Country

Email

Email Receipt

Mike DeWine, Governor | Paolo DeFuria, Superintendent of Public Instruction | State Board | ODE Home | Ethics | Contact ODE | Ohio Home |
The Department of Education is an equal opportunity employer and provider of ADA services.

- This screen will provide success of payment received. Once you see this, your application has been submitted.
- Your application will be listed in the My Applications Status box. There are two sections to the box, submitted applications and Not Yet Submitted Applications*.
- *if you application appears in this box, you have not submitted the application.

The screenshot shows a web browser window displaying the Ohio Department of Education website. The page title is "Ohio Department of Education - Educator Licensure". The main heading is "Successful Payment". Below this, a message states: "Your credit card payment has been successfully authorized. Thank you for using the Central Payment Portal online payment processing system. This page will serve as your receipt. Please print this page for your records and note the confirmation number below." There is a "Print Receipt" button. A table titled "State Board of Education - Educator Licensure Payment Summary" contains the following data:

Payment Status	Confirmation Number	Authorization Date
Authorized	1495481	7/17/2024 3:07:49 PM

Below the table, the "Total" amount is listed as \$75.00. The "Payment Information" section includes fields for:

- * Credit Card Number: *****3285
- * Credit Card Type: MasterCard
- * Expiration Month: ****
- * Expiration Year: ****
- * Card Security Code: ***

The browser's address bar shows the URL: https://payments.cboss.com/Payment.aspx?id=4929d621-2ca2-4b36-96a1-8b46a2a48c8a. The Windows taskbar at the bottom shows the time as 3:07 PM on 7/17/2024.

You have now completed the application for the Preservice Teacher Permit. This information will go to the E-Signer of the University for approval. The E-Signer will verify you have current BCI/FBI checks on file before approving your application.

If your background checks are over a year old, an email will be sent to you to have them redone as soon as possible. This permit is required to complete any field hours required by courses at the university placing you in a PreK to 12 school. So, delaying its approval, will delay progress in your courses.

If you are unsure when your last background checks were completed, contact the education department. Always make sure to send them to SBOE, and the university or yourself. SBOE will not accept copies.

In the event you are missing items that will hold up SBOE processing your application, you will receive a similar email advising what your need to take care of.



From: Educator.Licensure@education.ohio.gov
<Educator.Licensure@education.ohio.gov>
Sent: Monday, April 12, 2021 9:45 AM
To: dearapplicant@yahoo.com>
Subject: Application on Hold

Monday, April 12, 2021

Dear Applicant, (STATE ID: SP1011076)

Thank you for your recent application to the Office of Educator Licensure.

Your application for:

5 Year Professional License - Kindergarten-Elementary (K-8)

Has been placed on Hold for:
Required Transcripts have not been received.

Additional Comments/Instructions:
Please submit additional required transcripts for review. Renewing a five year professional license that is currently expiring requires the completion of six semester hours of coursework relevant to classroom teaching and/or an area of licensure since the issue date of the license to be renewed. Coursework needs to be completed prior to September 1 of the year of expiration of the license to be renewed, or the renewal requirement increases to nine semester hours. Please upload required transcripts by accessing your OH ID account, select the Application: Educator Licensure and Records (CORE), then My Documents from your CORE Dashboard.

Upon receipt of this information, we will be able to continue processing your application.

Please note applications that are placed on hold for background checks, documents, payment, transcripts, and licensure exams will be automatically declined after 60 days if the requirements are not met before then.

Applicants whose applications are automatically declined will be charged a nonrefundable \$25 processing fee.

Thank you,

Office of Educator Licensure
Ohio Department of Education
25 South Front Street
Columbus, OH 43215