Applying for

Preservice Teacher Permit

Created by: Stacy Welch

Before you Apply for the Preservice Permit

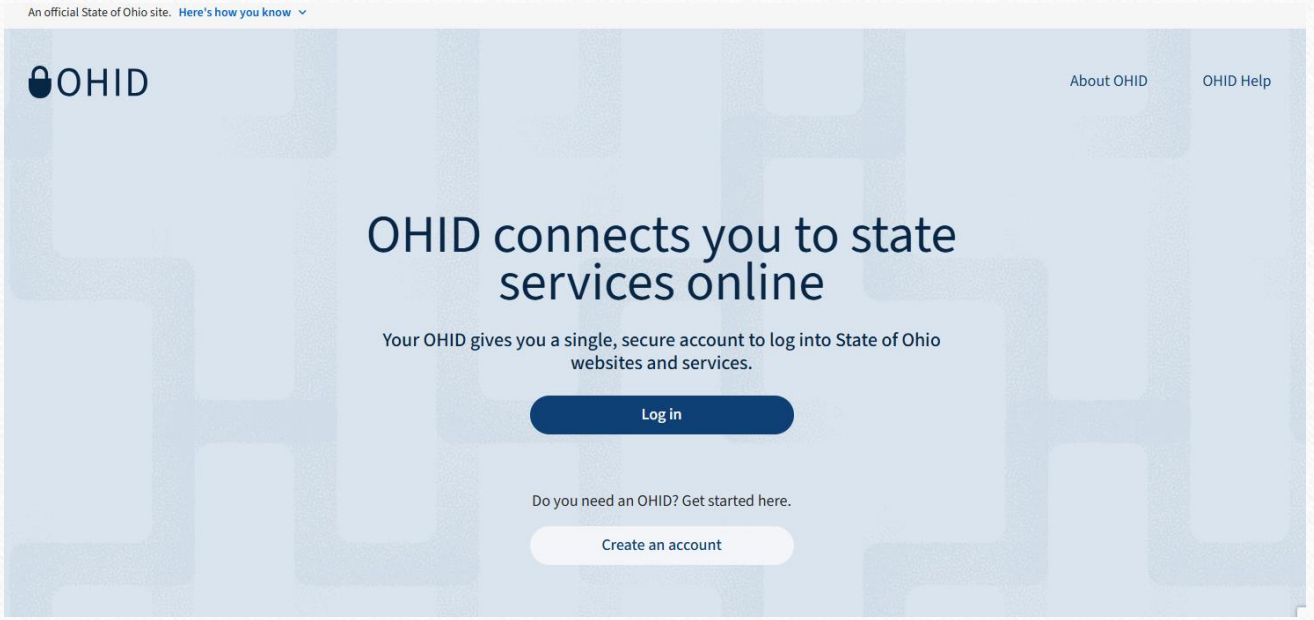
All candidates are required to have a current (within 1 year) BCI and FBI background checks on file with the State Board of Education (SBOE) for approval of the Preservice Permit.

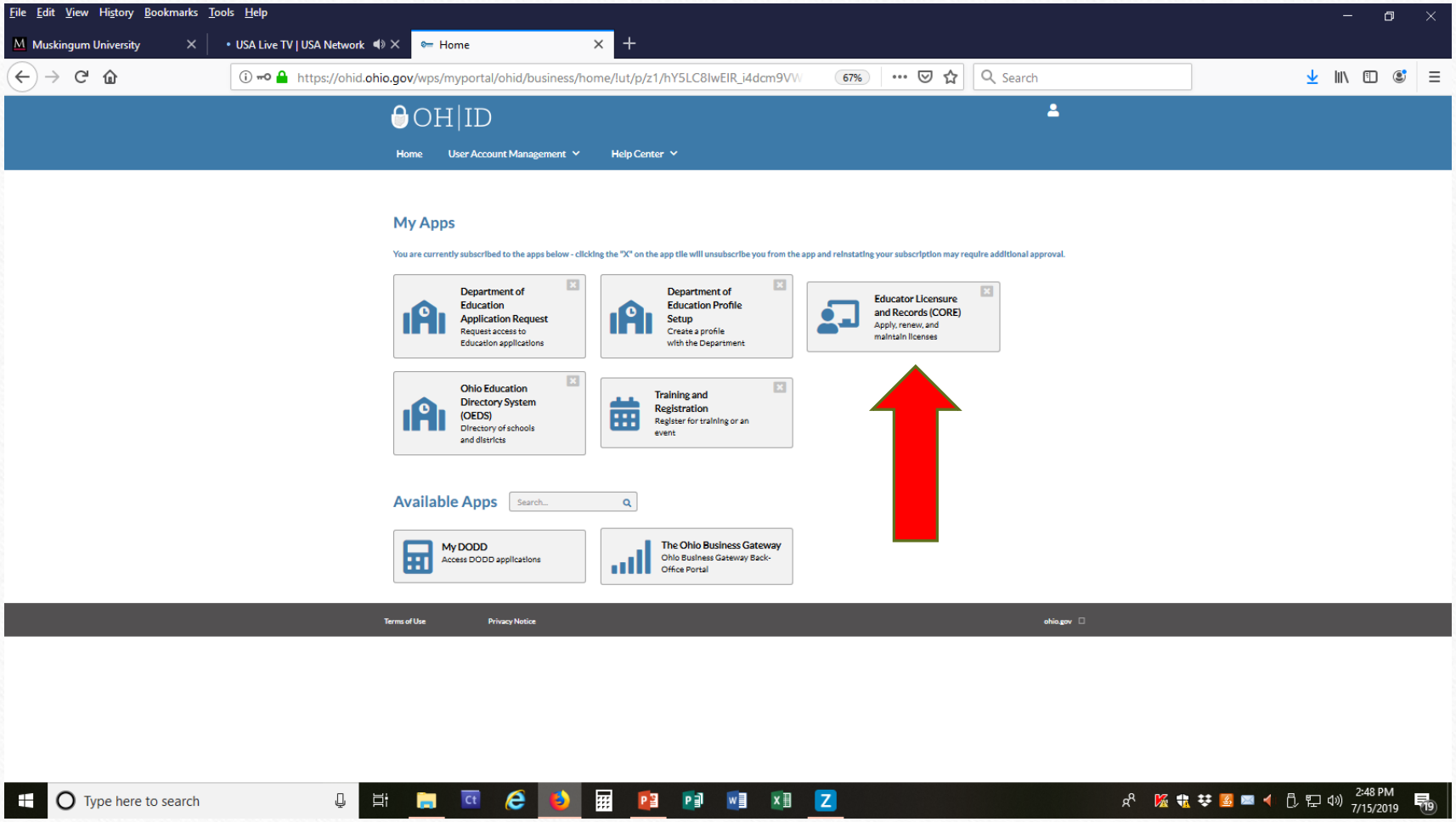
1. If you have never had your background checks completed, go to the closet Education Service Center (ESC) or Campus Police and provide the ORC Code: 3319.291. Make sure to send a copy to the State Board of Education (SBOE) and either to yourself or Muskingum University.
2. If you have a current or within 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

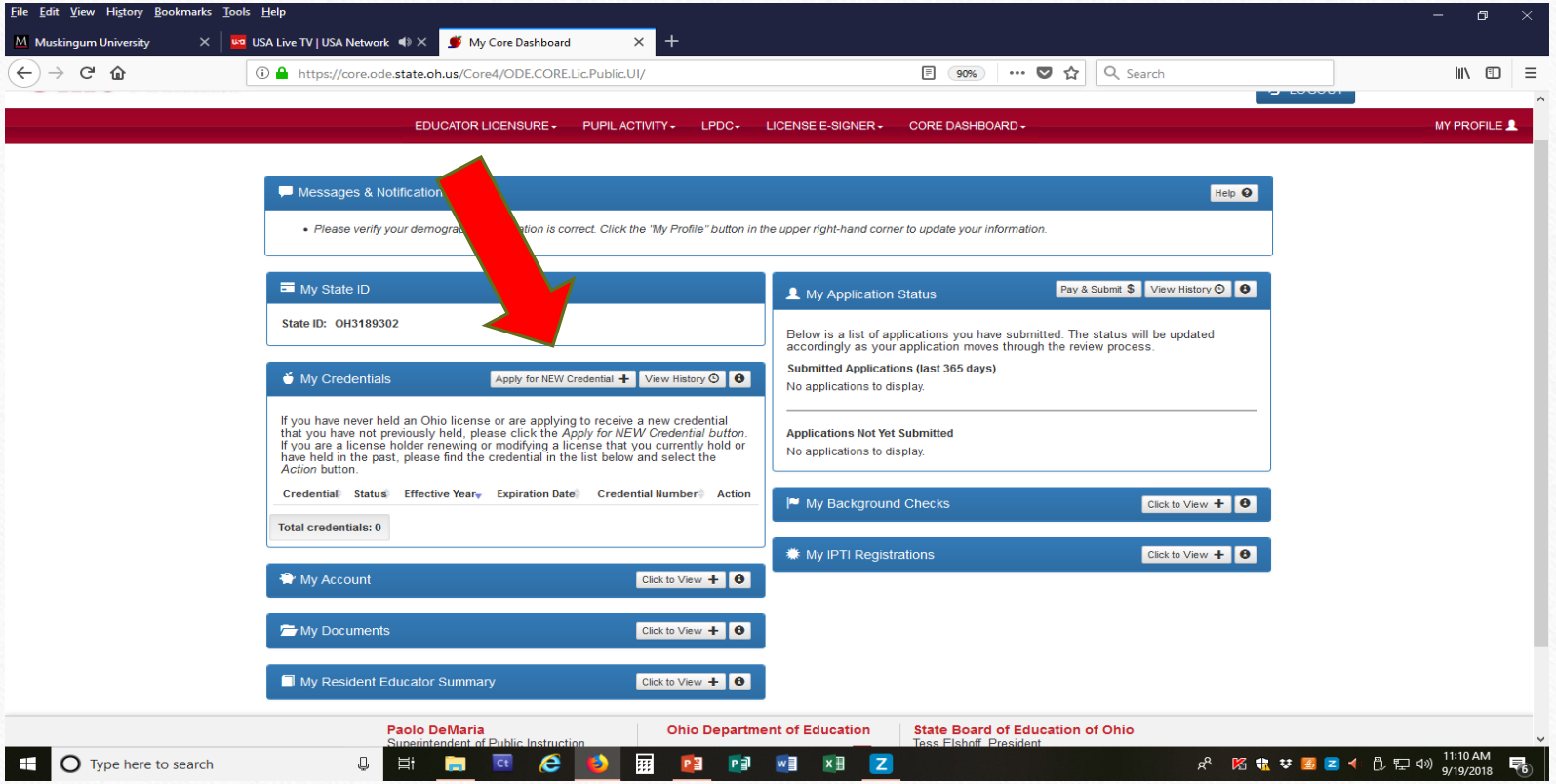
Applying for Pre-Service Teacher Permit

- **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)

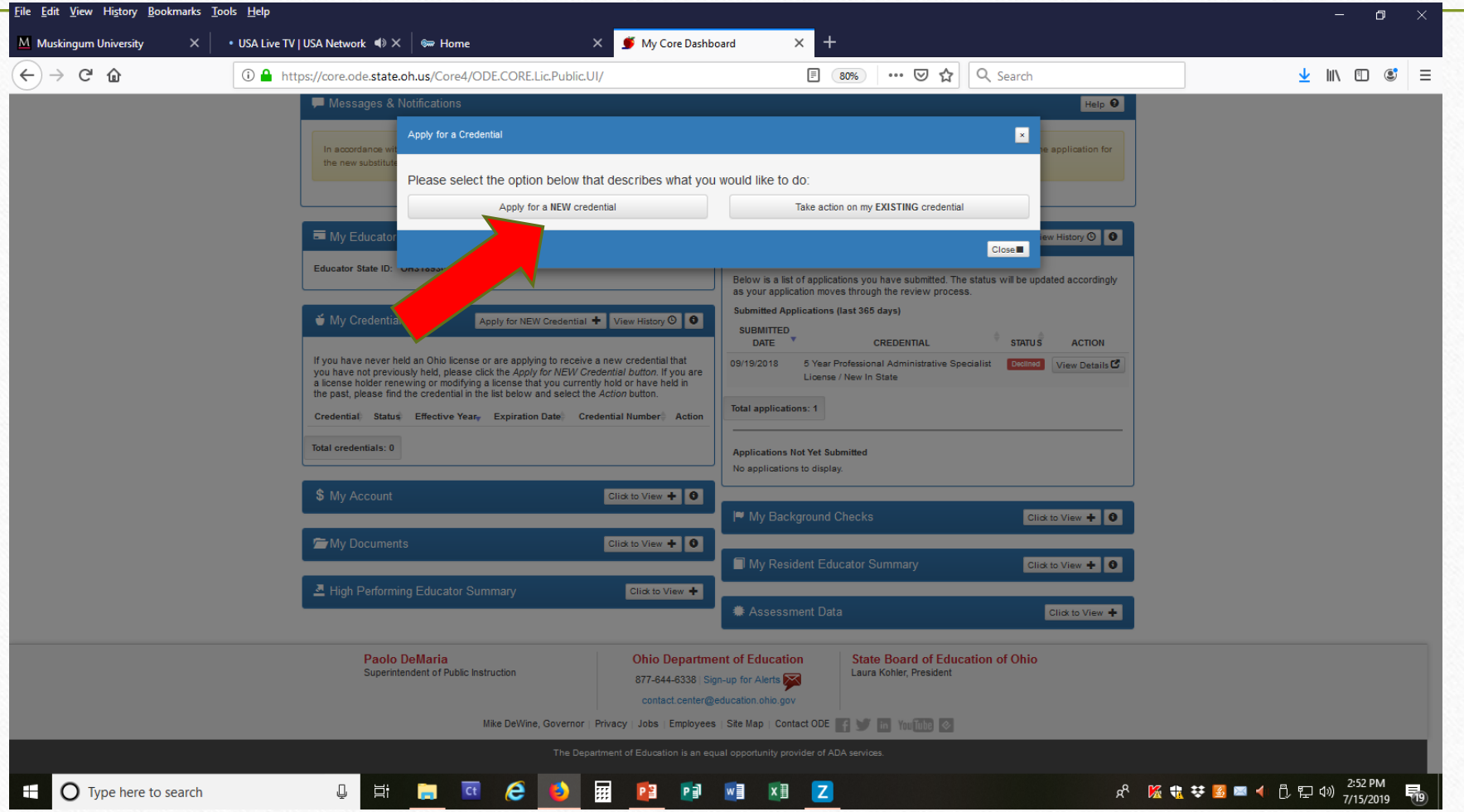




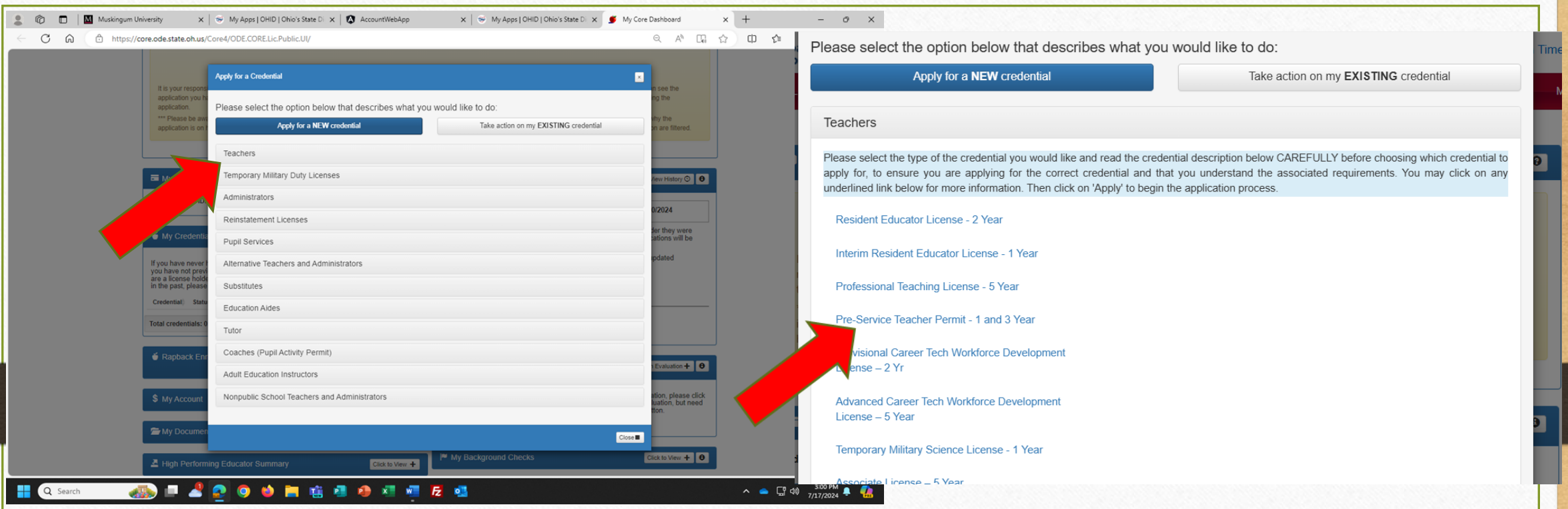
This is the first page of your OH | ID Portal-SAFE account after you are logged in. Select "Educator Licensure and Records (CORE) app" to begin the application process. Click on the Star to keep it as a favorite on your opening page.



Select the "Apply for NEW Credential" box.

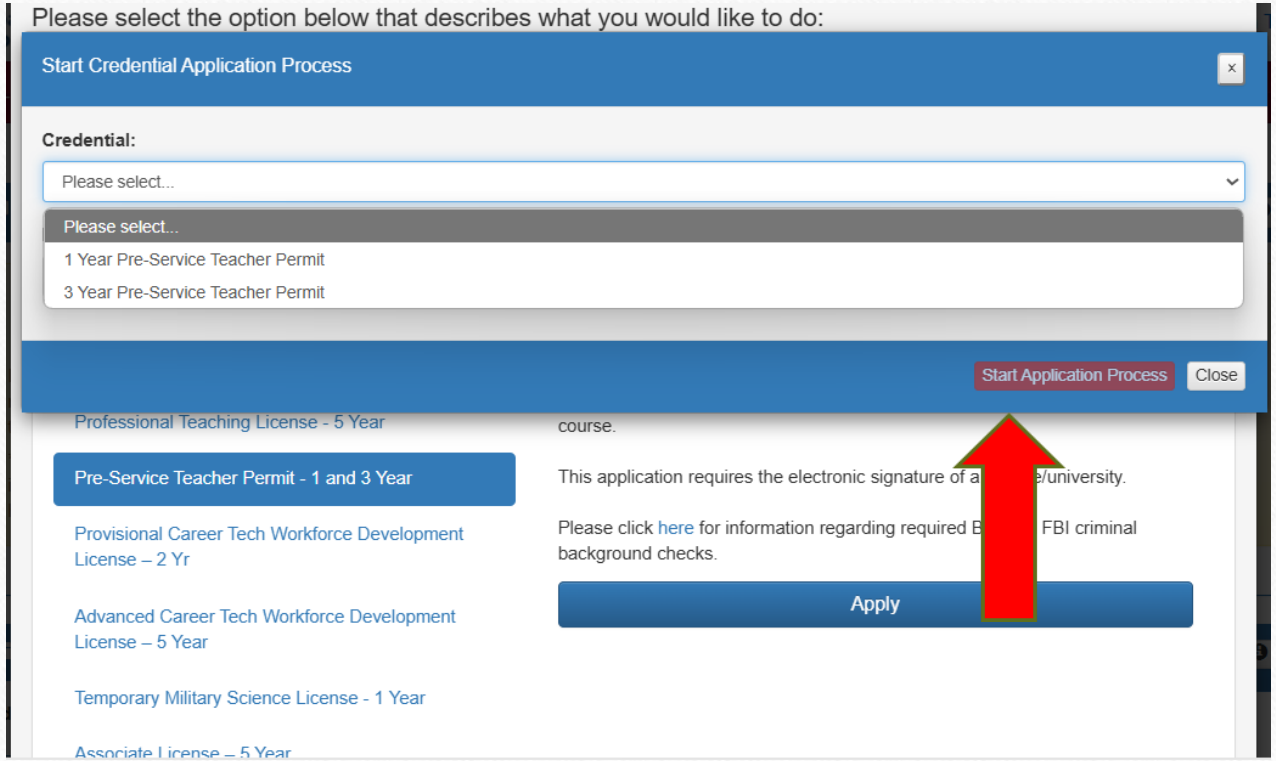


Select the Apply for a NEW credential box.



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

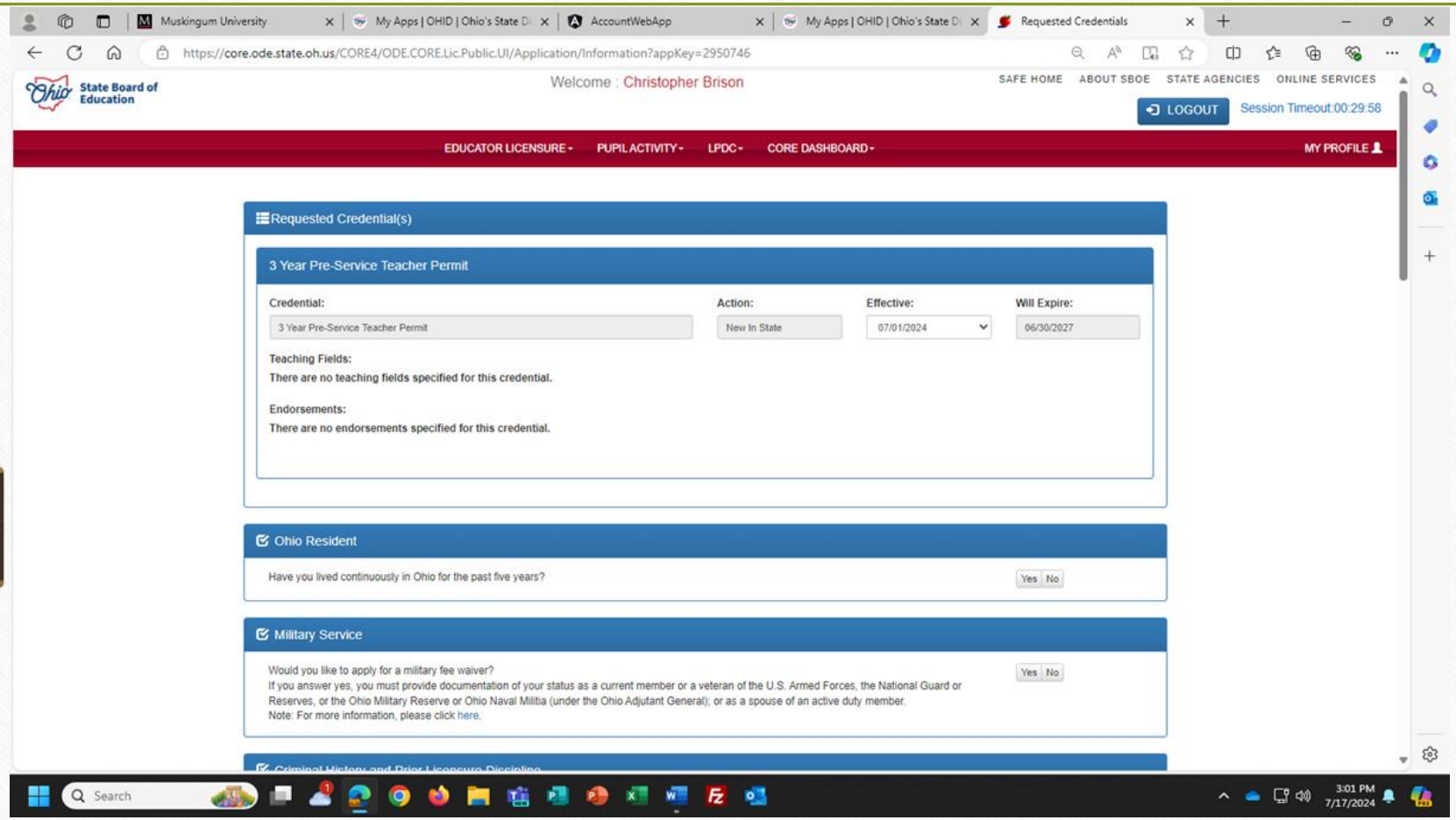
You will Select the Preservice Teacher Permit 1 or 3-year and click on apply.



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.



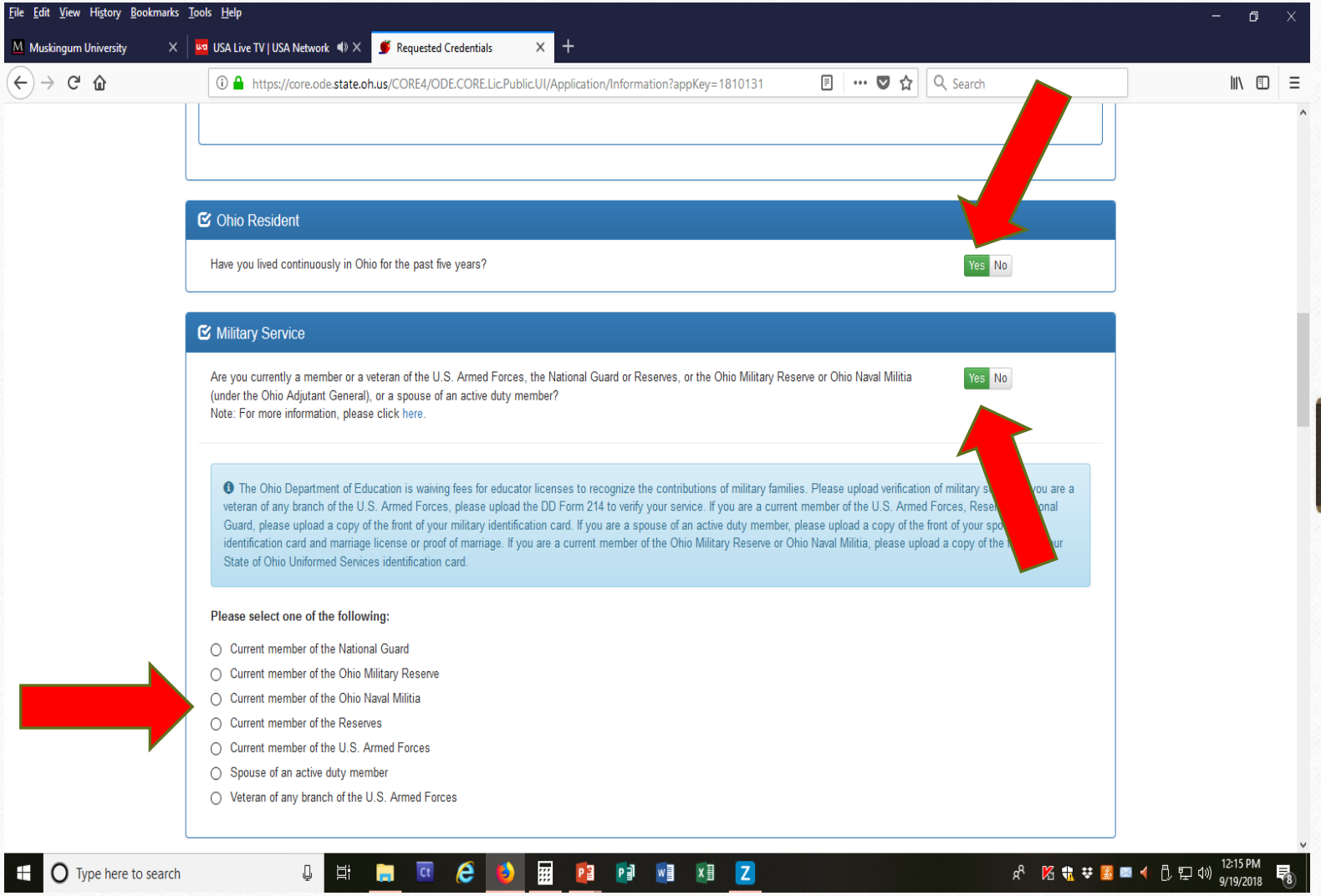
The credential type will be at the top with set expiration date.

Respond to the remaining questions on the application.

Residency: yes or no

Military Service: yes or no

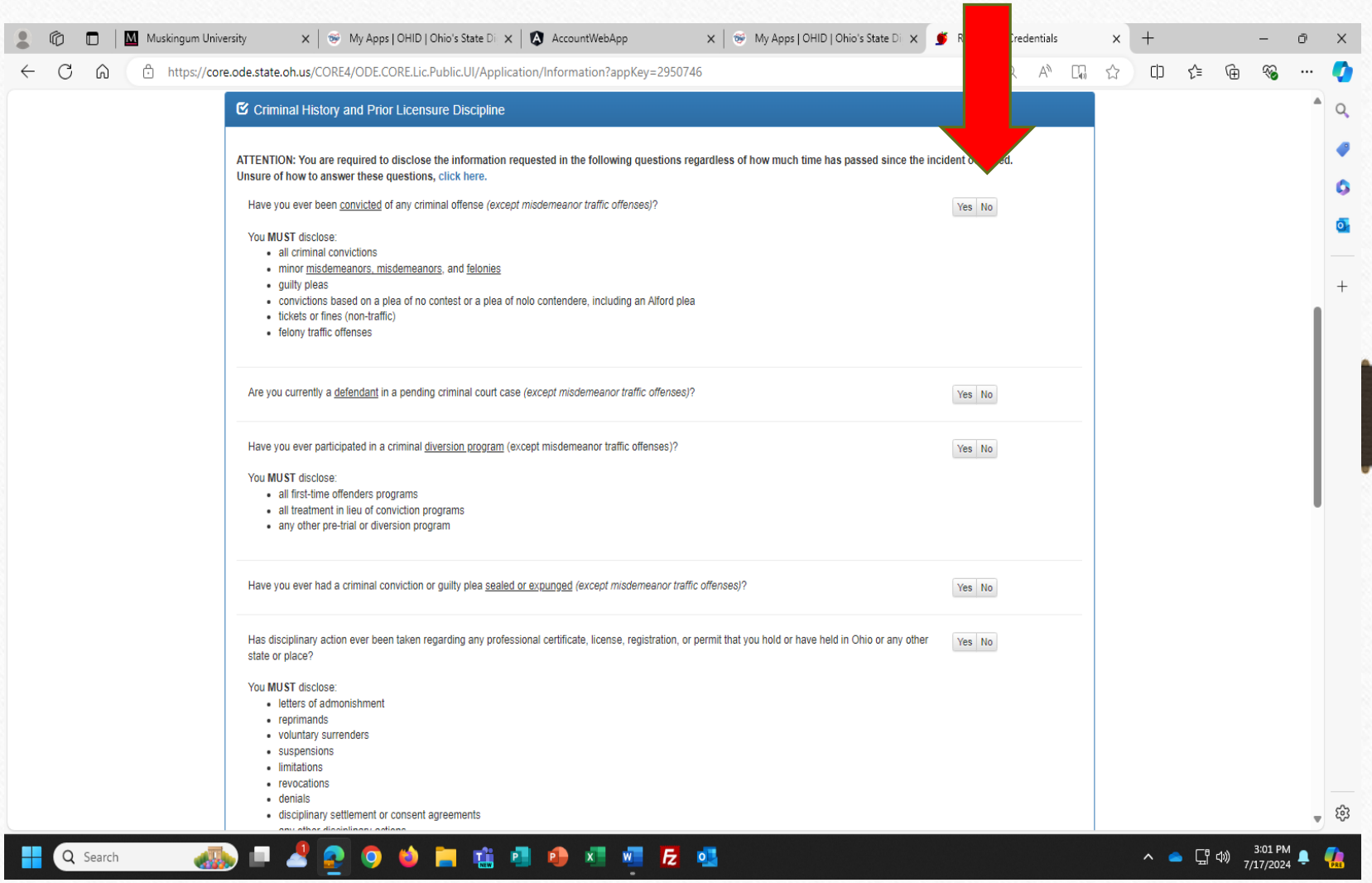
If you select yes, you will need to respond to the type of military credit and provide documentation. You will need to upload into the My Documents section of the Dashboard. Failure to provide documentation will delay processing of your application



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.



Educator Preparation: Select Ohio College or University.

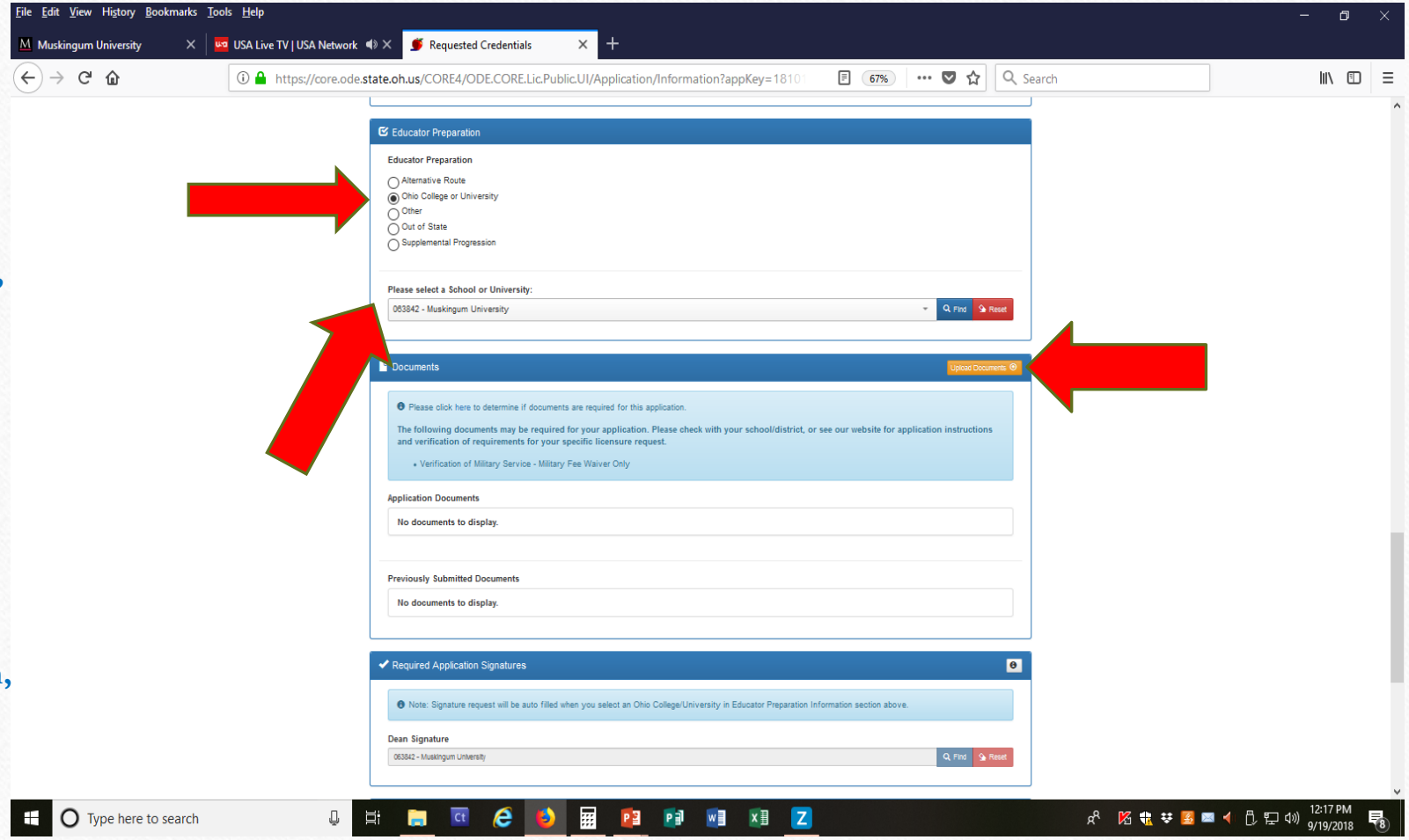
Select School or University: Type in Muskingum University or IRN# 063842 in the box provided.

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.

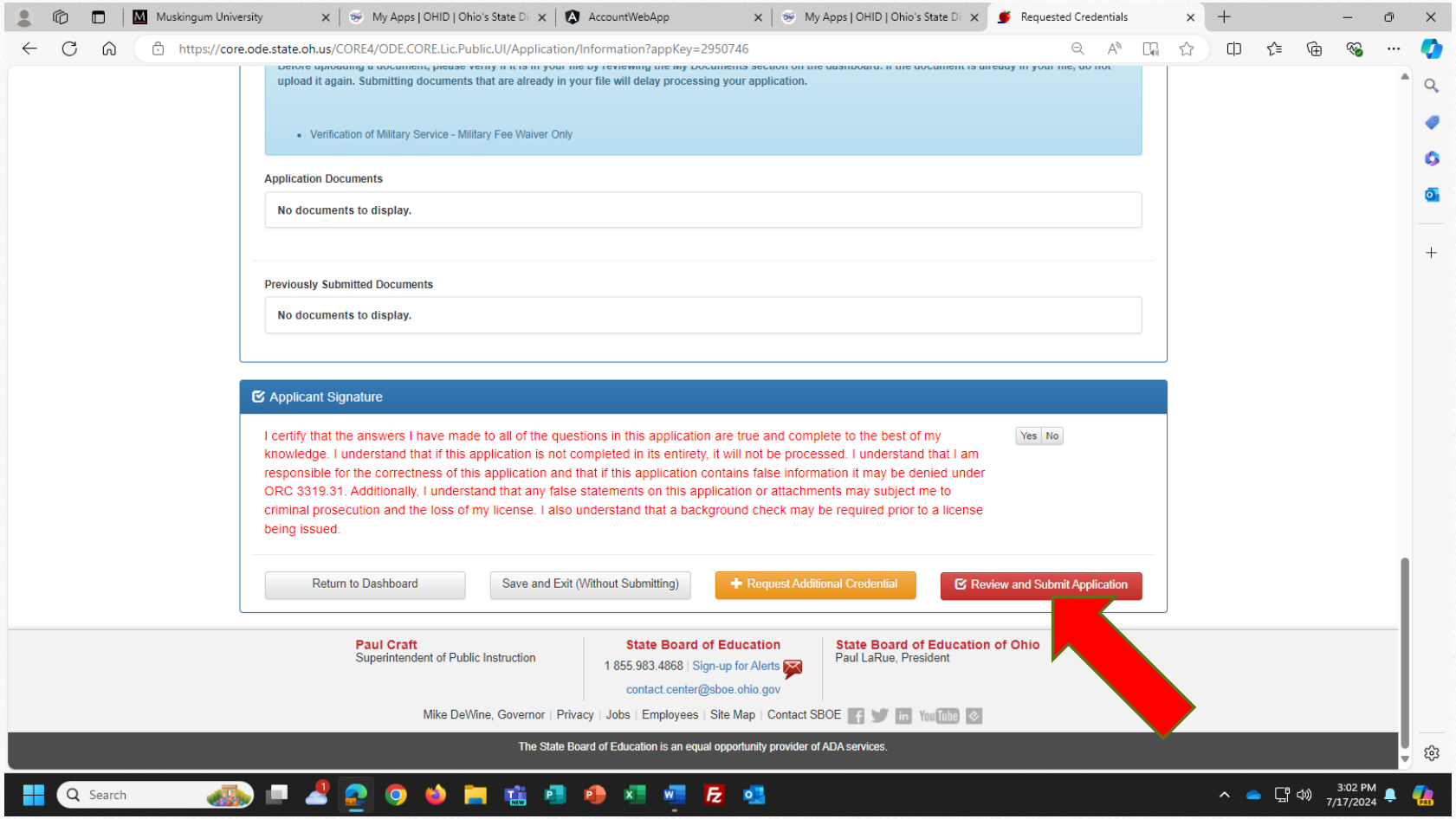
Required Application Signature: This will default to the school/university selected above

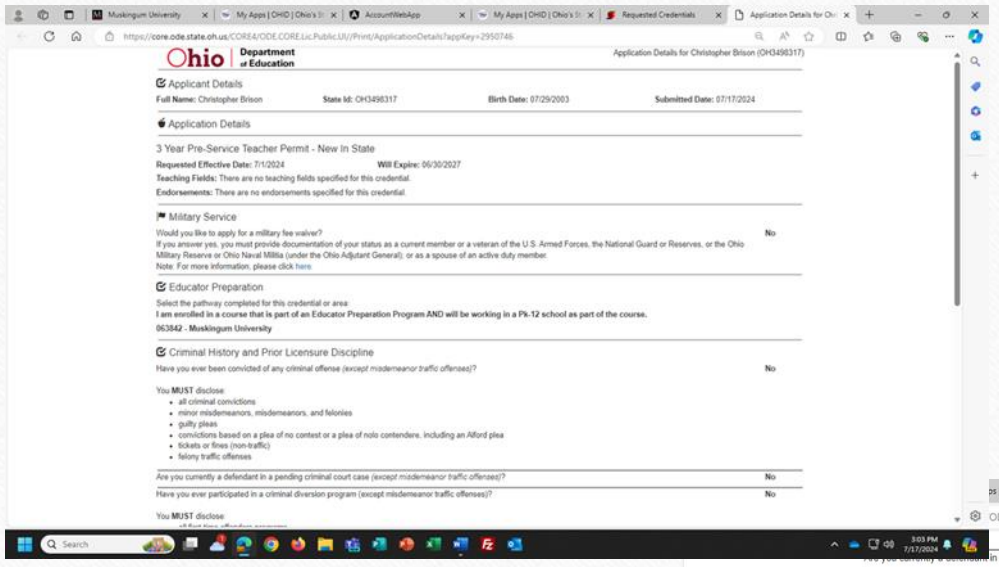


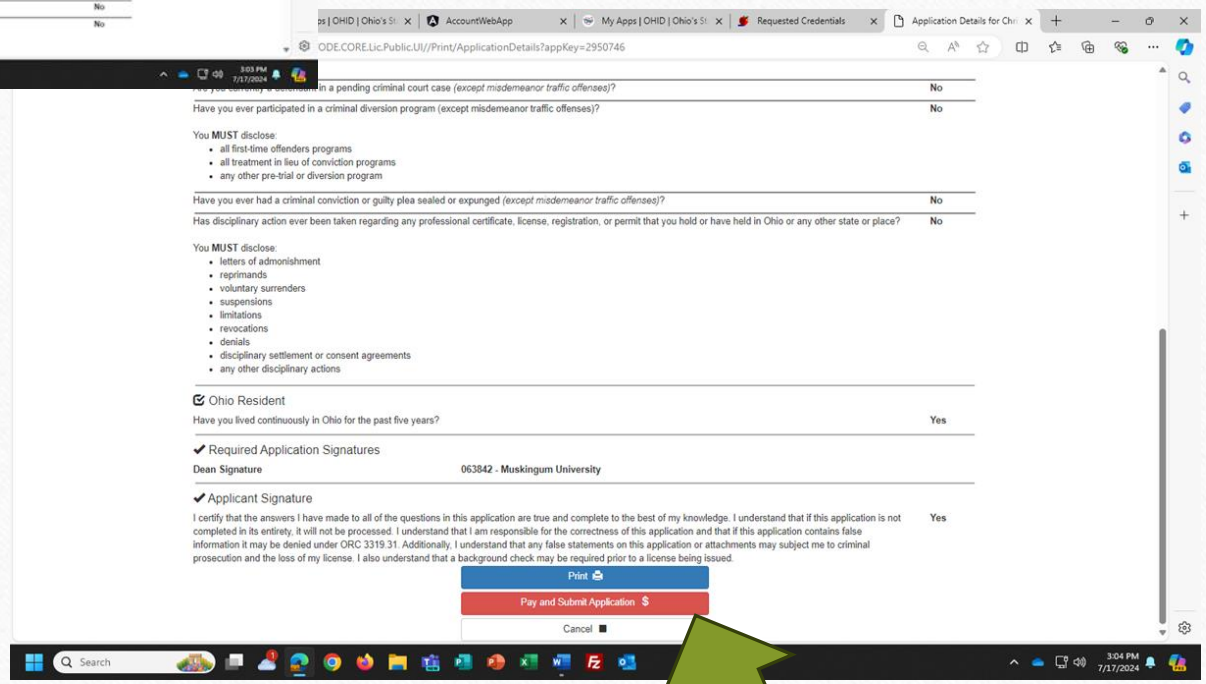
Required Application Signature:
This will default to the school/university selected above

Application Signature:
Select: Yes or No

Then Review and Submit Application







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

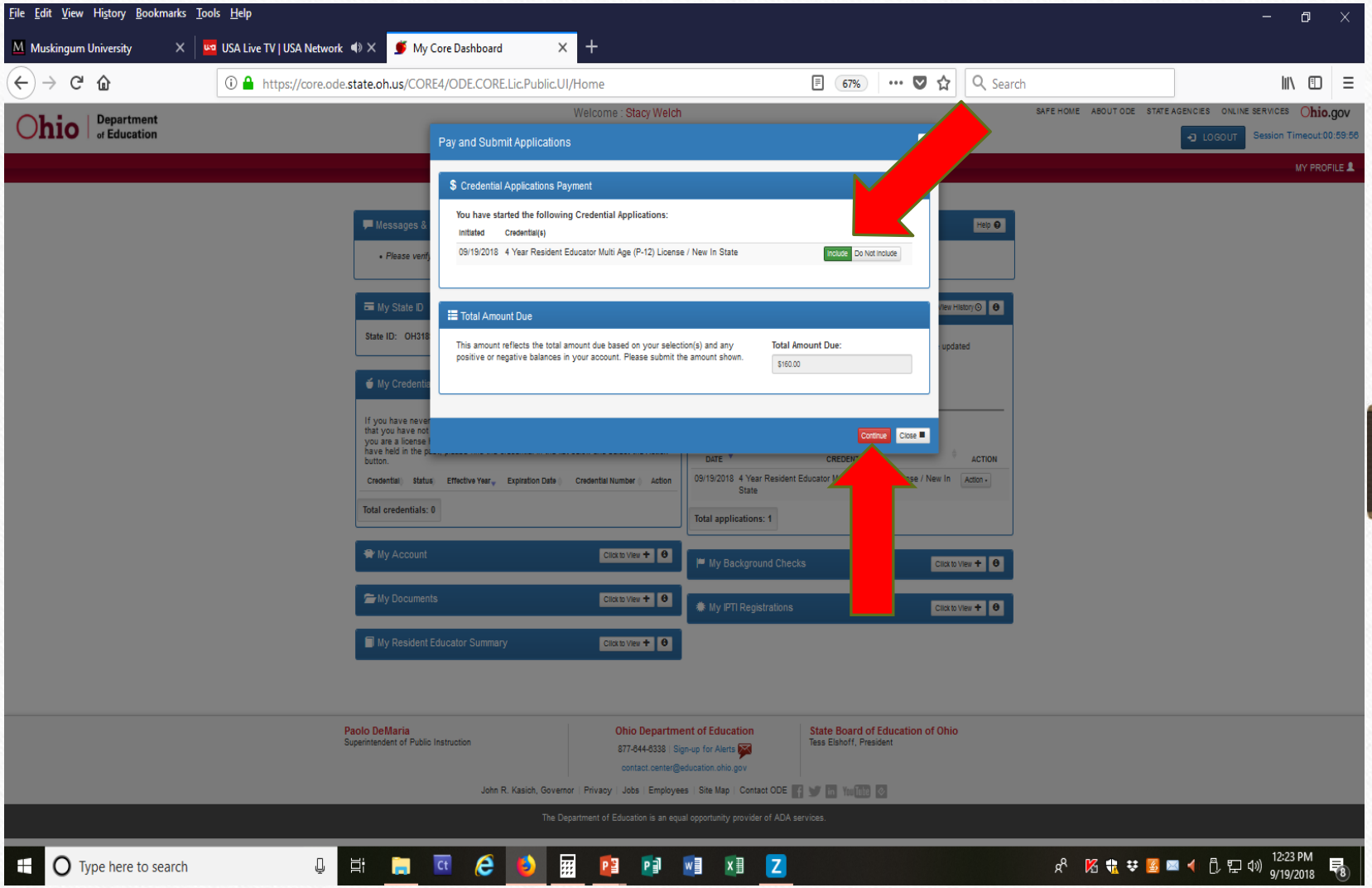
Pay and Submit Applications:

$ Credential Applications Payment:

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

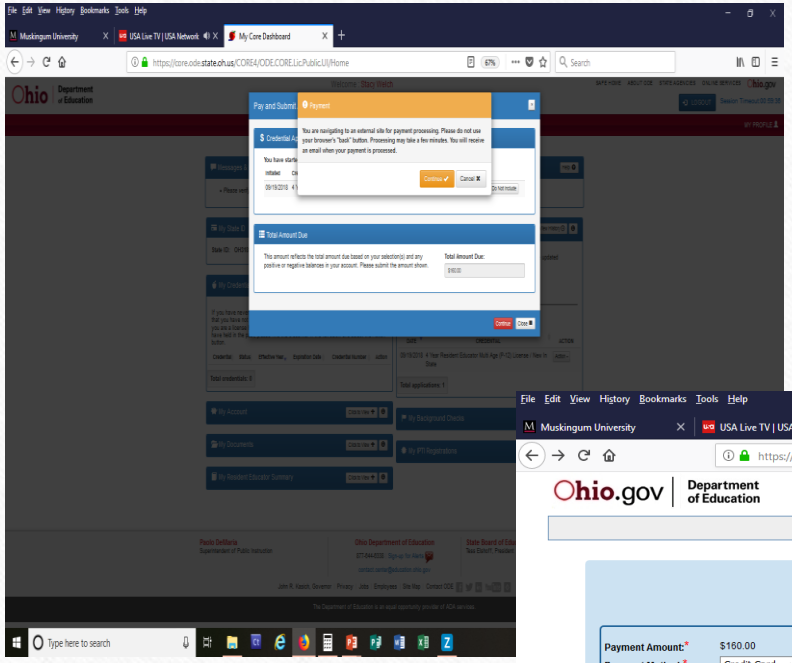
If you are a dual major, both applications, if completed at the same time, will be listed in the same box. Payment will include both applications.

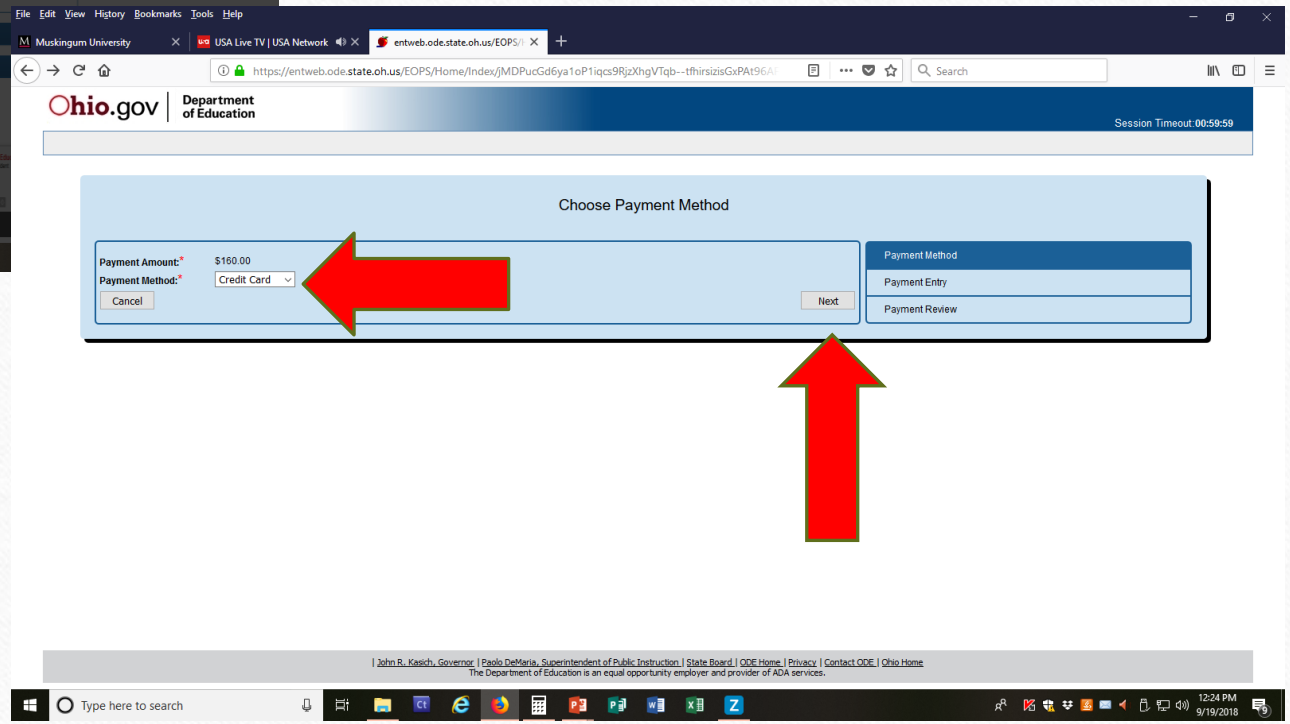
Select the continue button



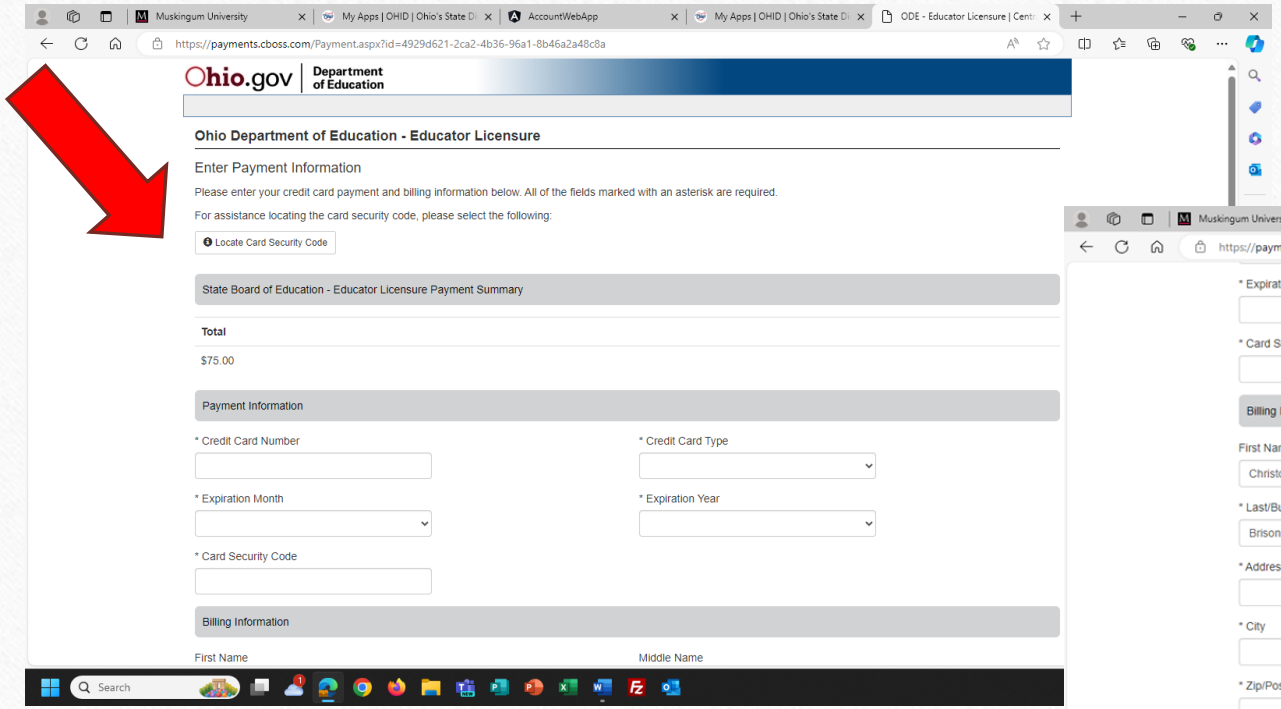
Payment:

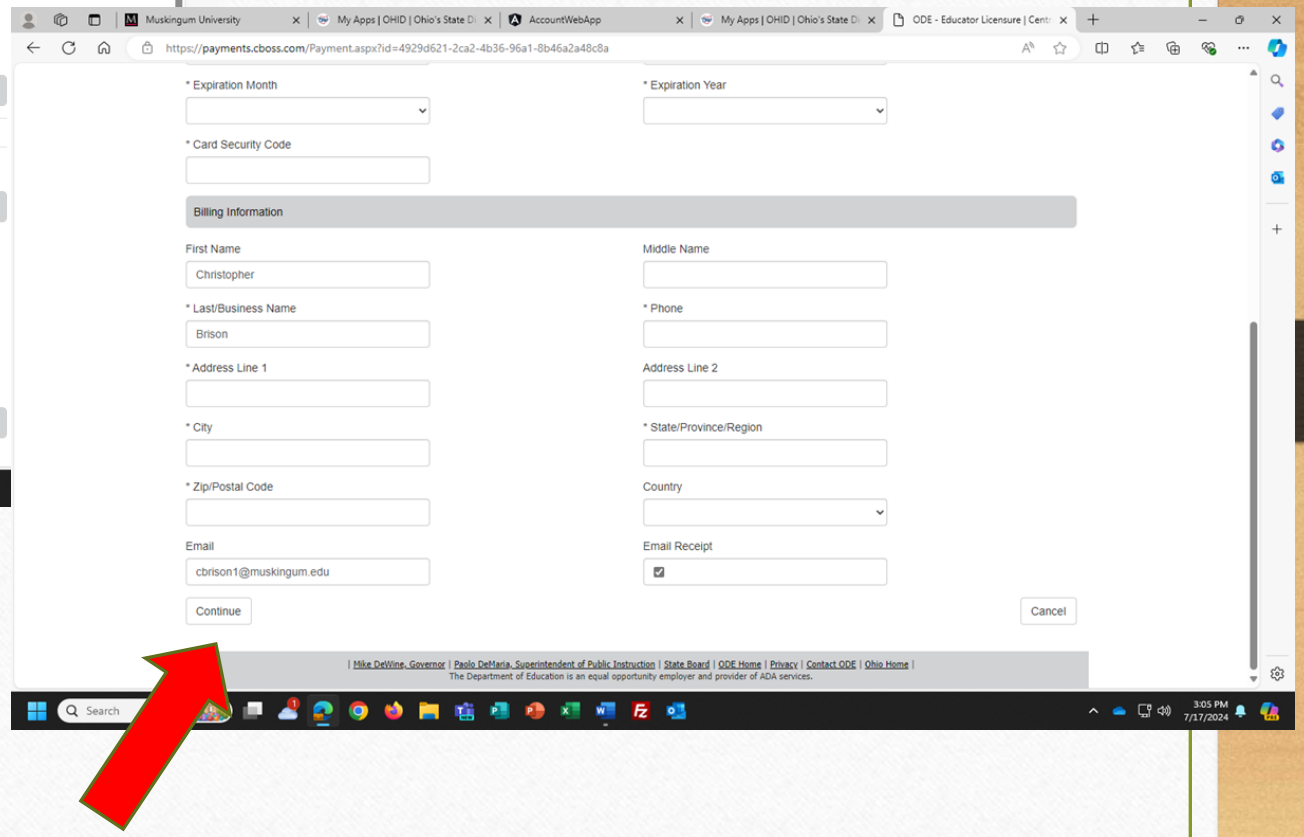
This just states you are going to a different webpage for payment.





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

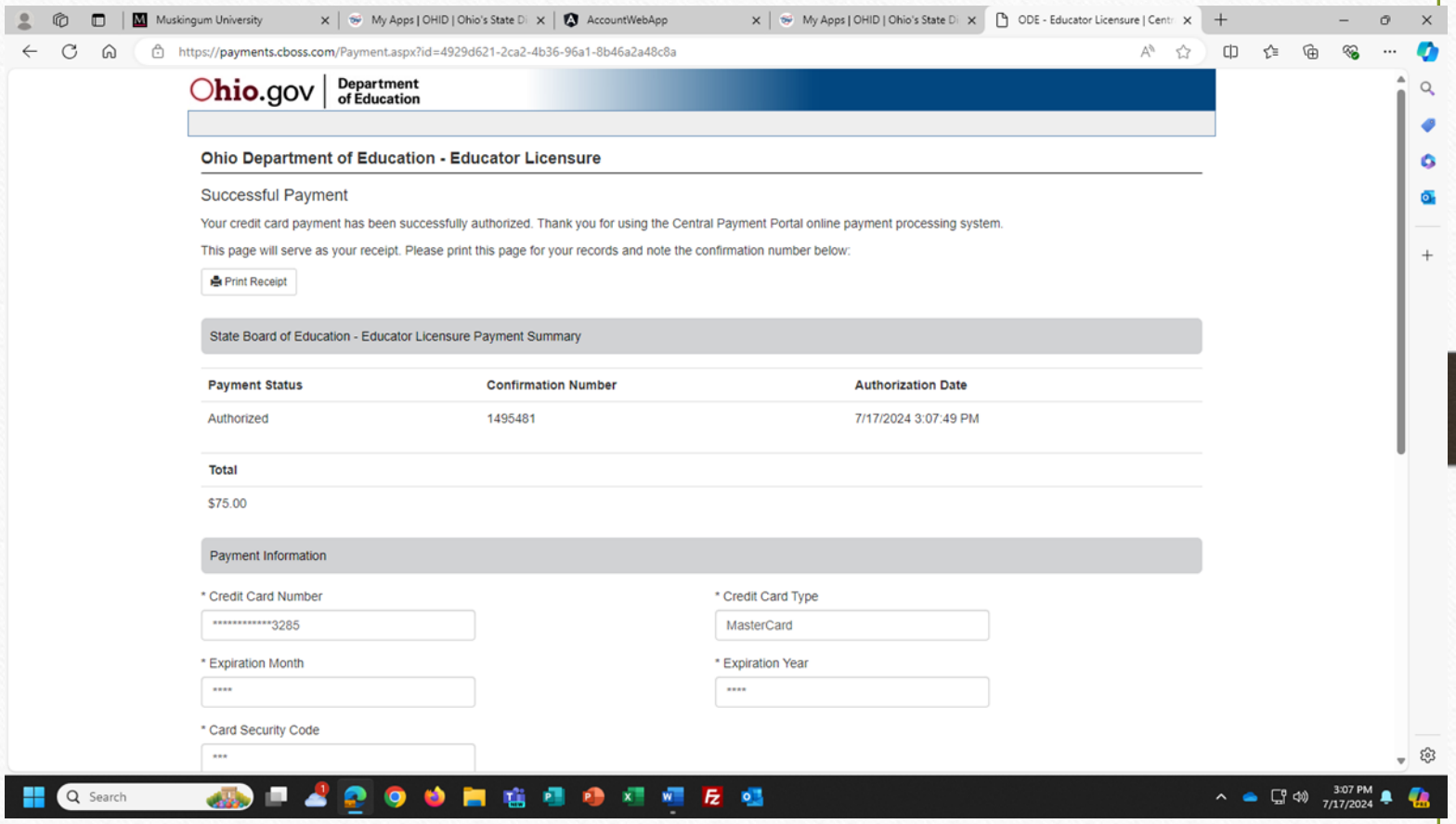




Enter all Payment Information listed on screen. **Select** continue.

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

- 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.



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