

Renew a 2-Year Provisional License or Advance a 2-Year Provisional License Directions

Page 1-Complete personal information and amount enclosed. Read the BCI/FBI information carefully!
Answer legal questions. Sign and date on the bottom of page 1.

Page 2-Complete the **credential information**. Please indicate the license type you are advancing.

Check the box that states “**Advance a 2-Year License to a 5-Year License upon fulfilling requirements of the Transition Resident Educator Program including mentoring and formative assessment**, or the Entry Year Program and Praxis III Assessment if completed prior to July 1, 2009.”

Leave **Mentor and Superintendent** signature boxes blank.

Effective Year-2010

Mail to Organization: Check School District
Diocese of Cleveland IRN # 052522
We will mail your license to you upon receipt.

Applicant Signature-Please sign and date application.

Once received in the Office of Catholic Education, a letter will be forwarded along with the application stating that you have completed the Entry Year Program requirements.

Fees:

\$100.00 payable to “Treasurer, State of Ohio”
\$25.00 payable to “Office of Catholic Education”

Please mail the application and payment to:

Melissa Hokanson
Office of Catholic Education
1404 E. 9th St.
Cleveland, OH 44114

Office of Catholic Education- January 2010