

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.**”

Your Mentor will need to sign the application stating that you fulfilled the requirements of the Transition Resident Educator Program.

Leave the Signature of the Superintendent blank.

Effective Year-2011

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.

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 2011

