

## License Renewal Application Directions

Educators have a choice to put either their social security number or Educator ID. This is found on the teaching license.

1. **Complete Sections A and B** as directed. **Section B**-please refer to the code sheet attached to the application for license type. Teaching field codes will be automatically by the ODE. This pertains to endorsements educators may have on their license.
2. **Section C** - Complete as directed.
3. **Section D**- Pertains to Entry Year Teachers who are moving to a five-year license. Leave blank if you are renewing.
4. **Sections E and F**- Complete as directed.
5. **Section G**- Complete as directed. Your application will not be processed until ODE receives both the FBI and BCI electronic submission.
6. **Sections H and I**-Leave blank.
7. **Section J**-Please sign and date your application.
8. **Section K**-Leave blank.
9. Completed application should be forwarded with the LPDC verification form, a check or money order payable to "Treasurer, State of Ohio" for the appropriate license fee, and a check or money order payable to the "Office of Catholic Education" for \$25.00 to:

Melissa Hokanson  
Office of Catholic Education  
1404 E. 9<sup>th</sup> St.  
Cleveland, OH 44114  
Email [mhokanson@dioceseofcleveland.org](mailto:mhokanson@dioceseofcleveland.org)  
Phone: 216-696-6525X3360

**Once the application is processed and mailed down to ODE, processing and issuing of a license usually takes about four-six weeks. It will take longer if the FBI and BCII checks are not completed correctly.**

**Office of Catholic Education 1/2008**