

## Long-Term and Short-Term Substitute License Application Directions

ALL SUBSTITUTE LICENSE APPLICATIONS MUST BE ACCOMPANIED BY A LETTER ON SCHOOL LETTERHEAD FROM THE SCHOOL PRINCIPAL REQUESTING THE PROCESSING OF THE LICENSE APPLICATION. SUBSTITUTE LICENSES AND NON-TAX APPLICATIONS WILL NOT BE PROCESSED WITHOUT THIS LETTER.

**Page 1-** Complete **Personal information** and **amount enclosed**.

Read the **BCI/FBI** information carefully!

Answer the **legal** questions. **Sign and date** the application.

**Page 2-Credential information-**Indicate the type of license requested.

See directions on page 3 for long term substituting.

**Degree information-**Check highest education level completed.

**Effective year-**2008

**Superintendent and Mail To Organization-**Leave blank.

**Applicant Signature-**Sign and date the application.

Send completed application and official transcripts to:

Melissa Hokanson  
Office of Catholic Education  
1404 East Ninth Street  
Cleveland, Ohio 44114

**Please include two checks with the application materials.**

One year short and long term licenses

Treasurer, State of Ohio - \$25.00

OCE- \$5.00

Five year short and long term licenses

Treasurer, State of Ohio - \$125.00

OCE- \$ 25.00

**Office of Catholic Education March 2008**