

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.

Page1- 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-2009

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 January 2010