

License Renewal Application Directions

1. **Complete Sections A and B** as directed. **Section B**-please refer to the code sheet attached to the application or the Educator Look-up link on the ODE website to confirm the correct teaching fields.
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 "Ohio TEC" 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. 9th St.
Cleveland, OH 44114
Email 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.

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