

License Renewal or Transition to a Licensure Application Directions

Page 1-Complete personal information and amount enclosed.

Read the BCI/FBI information carefully!

Answer the legal questions. Sign and date.

Page 2-Complete the **credential information**. Please indicate the license type you are renewing. Any teaching endorsements will automatically be filled in by the ODE.

Effective year- 2011, unless further PD was needed to renew an expired certificate/license.

Mail to Organization: Check School District

Diocese of Cleveland IRN # 052522

We will mail your license to you upon receipt.

Current employment-Check yes or no. District-Diocese of Cleveland; City-School city

LPDC signature-Please leave blank! Send verification form for review.

Applicant Signature-Please sign and date application.

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. 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. It will take longer if the FBI and BCII checks are not completed correctly.

Office of Catholic Education March 2011