

## Online Licensure Application Information

**GO to the ODE website**

**PLEASE NOTE – Beginning in January 2014, the Ohio Department of Education will process only online licensure requests, and will no longer accept paper licensure applications. Please do not mail paper licensure application forms to ODE in 2014. Please use "[My Educator Profile](#)" to request educator licensure. Thank you for helping us improve the speed and efficiency of the Ohio educator licensure system.**

### Apply Online

Access My Educator Profile by signing into SAFE.

- [Create a SAFE account](#)
- [Sign in to SAFE](#)
- [My Educator Profile Help](#)

**Note:** If your application requires an e-signature of a superintendent, Local Professional Development Committee or college education dean, that individual must be an e-signer before you can submit your application online.

[Find e-signers.](#)

### Ohio Educator Licensure Fees

Reprint (duplicate of credential)	\$20
Addition of Teaching Area	\$20
Multiple License Discount for Professional Licenses with the same effective year	\$20
Nonrefundable processing fee for application requests that do not result in issuance of a license	\$25
Evaluation Request for Alternative Licensure	\$25
Evaluation Request for licensure through the Supplemental Pathway (must hold Supplemental teaching license in the requested area)	\$25
One-Year Educational Aide Permit, Adult Education Permit, Student Monitor Permit, or One-Year Substitute License	\$25
One-Year Temporary, One-Year Out-of-State Educator, or One-Year Supplemental License	\$40
Alternative Principal License	\$40
Three-Year Pupil Activity Permit	\$45

Evaluation Fee for Out-of-State Application	\$50
Two-Year Provisional Teaching (renewal only)	\$80
Two-Year Alternative Administrative Specialist or Alternative Superintendent License	\$80
Four-Year Educational Aide or Adult Edication Permit	\$100
Three-Year Visiting International Teacher License	\$120
Five-Year Substitute License	\$125
Four-Year Alternative Resident Educator License, or Four-Year Resident Educator License	\$160
Five-Year Associate, Professional Teaching, Pupil Services, or Administrator License (New or Renewal	\$200
Five-Year School Business Manager or School Treasurer License	\$200
Permanent Non-Tax Certificate	\$200

Last Modified: 4/3/2014  
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