

LICENSURE STATUS VERIFICATION FOR CERTIFIED POSITIONS FORM
(for New Employees and Employees in a New Position)

Name of Certified Staff:

Date of Birth:

State ID:

Position:

Type of License/Permit Required:

Does the person currently hold the required license/permit?

Yes

No

If you selected "Yes," please attach a copy of the person's license/permit to this form.

If you selected "No," the person cannot be paid until he or she is issued the appropriate license/permit **UNLESS** one of the three exceptions listed below applies.

TEACHER
(Exception #1)

Has the person filed an application for the issuance of a license with the Ohio Department of Education?

Yes

No

Does the person hold a bachelor's degree or higher?

Yes

No

If the answers to both questions above are "Yes," the person can provide services, as a teacher, during the first two months of the person's initial employment and can be paid. If the person does not obtain a license during the two-month period, the person can no longer work in a teaching position and can no longer be paid.

If either question is answered "No," the person cannot render services as a teacher and cannot be paid.

SUBSTITUTE TEACHER

(Exception #2)

Has the person filed an application for the issuance of a license with the Ohio Department of Education?

Yes

No

Does the superintendent believe, based on the person's application materials, that the person is qualified to obtain a substitute teaching license?

Yes

No

If the answer to both questions above are "Yes," the person can provide services, as a substitute teacher, for up to 60 days commencing on the date on which the person files an application with the Ohio Department of Education. If the person does not obtain a license during the 60-day period, the person can no longer work in a substitute teaching position and can no longer be paid.

If either question is answered "No," the person cannot render services as a substitute teacher and cannot be paid.

SUBSTITUTE EDUCATIONAL ASSISTANT

(Exception #3)

Will this person be working as a substitute for an educational assistant who is absent due to illness, or a leave of absence, OR to fill a temporary position created by an emergency?

Yes

No

Does the superintendent believe, based on the person's employment application materials, that the person is qualified to obtain a permit or license?

Yes

No

If the answers to both questions above are "Yes," the person can provide services, as a substitute educational assistant, for up to 60 days, commencing on the date on which the person files an application with the Ohio Department of Education. If the person does not obtain a permit during the 60-day period, the person can no longer work as a substitute educational assistant and can no longer be paid.

If either question is answered "No," the person cannot render services as a substitute educational assistant and cannot be paid.

PUPIL ACTIVITY PERMITS

(Special Note)

The preceding exceptions do not apply to pupil activity permits. Any person in a position that requires a pupil activity permit must obtain the permit before the person begins providing services to the school. The person will not be paid until he or she holds a valid pupil activity permit.

Does the person currently hold a valid pupil activity permit?

Yes

No

Through my signature below, I hereby certify that to the best of my knowledge the information provided on this form is true and accurate. Further, I certify that I, or my staff, have verified through the Ohio Department of Education's online educator profile tool* that the person either holds a valid license/permit or has submitted to the Ohio Department of Education an application for the required license/permit.

Name
Superintendent

Date

Through my signature below, I hereby certify that I, or my staff, have reviewed this form, along with any attachments, and accept the information as provided. I acknowledge that it is my responsibility to return the form to the superintendent if I believe the information provided is incomplete or inaccurate. I further acknowledge that I am responsible for paying the employee, who is listed on this form, in accordance with Ohio law.

Name
Treasurer

Date

*Note: the Ohio Department of Education's online educator profile tool to verify license and application status can be found at:

<https://coreprodint.ode.state.oh.us/core2.3/ode.core.EducatorProfile.UI/EducatorSearch.aspx>