

Five-Year Licensure Checklist  
 (School Services)

\* Checklist of materials/requirements necessary to transition to, or renew, licensure:

- 1) \_\_\_ Currently valid Professional Board License
- 2) \_\_\_ Completed Ohio Department of Education (ODE) application
- 3) \_\_\_ Check or money order payable to Ohio TEC

- 1) If you hold the following certificates, you do not renew through a Local Professional Development Committee (LPDC):
- |                                    |                                  |
|------------------------------------|----------------------------------|
| School Social Worker               | School Audiologist               |
| School Speech-Language Pathologist | School Nurse                     |
| Physical Therapist                 | Occupational Therapist           |
| Physical Therapist Assistant       | Occupational Therapist Assistant |

You must maintain your licensure through the respective Ohio license board and submit your application for renewal of your ODE license with a copy of your currently valid board license, along with the appropriate fee(s) to your certification specialist.

- 2) Applications for transition are available online at: [http://webapp2.ode.state.oh.us/Teaching-Profession/Teacher/Certification\\_Licensure/www-cert-status.asp](http://webapp2.ode.state.oh.us/Teaching-Profession/Teacher/Certification_Licensure/www-cert-status.asp), or by contacting your certification specialist. **Do not send your application directly to the Ohio Department of Education.** Your certification specialist must verify your materials and apply the District's signature before your application can be forwarded to the ODE. Applications will not be accepted before January 1<sup>st</sup> of the year your certificate/license expires. Any application materials submitted before that date will be returned to the applicant.
- 3) Please include a check or money order in the amount of specified on the certification/licensure application payable to Ohio TEC. Your certification specialist cannot accept cash.

Please bring **all completed** \* \* certification materials in person to:

Classroom Teachers Last Name A-L	Renee Ratajczak	<a href="mailto:renee.ratajczak@cmsdnet.net">renee.ratajczak@cmsdnet.net</a>
Classroom Teachers Last Name M-Z	Portia Moon	<a href="mailto:portia.moon@cmsdnet.net">portia.moon@cmsdnet.net</a>
Non-Classroom Certificated/Licensed Staff	Rebecca Stigall	<a href="mailto:rebecca.j.stigall@cmsdnet.net">rebecca.j.stigall@cmsdnet.net</a>

*This information sheet is a summary and does not include all certification/licensure information.*

For further information, please contact:

The Office of Certification/Licensure  
(614) 466-3593  
or visit ODE's interactive Web site at  
[www.ode.state.oh.us](http://www.ode.state.oh.us)

Please note that all licensed staff will now be required to renew on a five-year cycle.

- \* Use this checklist to ensure that you have compiled all the necessary materials to complete the licensure process.
- \* \* All incomplete application materials will be returned to you.

**The primary goal of the Cleveland Municipal School District is to become  
a premier school district in the United States of America.**