

Credential Application Request Form 2020-2021

Online applications will not be approved unless submitted

Date: _____

School: _____

Name: _____
Last First Middle Initial

Address: _____

Phone: _____

Email address: _____

I am:

___ applying for an initial credential

___ renewing a credential

Check credential type of application: online applications will not be approved until receipt of this form and office fee is submitted to our office. This fee is separate from the fee ODE charges for credential for which you are applying.

Credential	Fees payable to OCE
Substitute License	5 Year Substitute License \$25.00 1 Year Substitute License \$5.00
Temporary License	\$5.00
Supplemental License	\$5.00
Visiting International Teacher	\$5.00
Alternative Resident Educator License	\$5.00 Letter of Request must be submitted to OCFE by Principal.
Alternative Principal License	\$5.00
Non-tax certificate	\$25.00; official transcripts required if applicant does not hold a valid teaching license in Ohio. Submit transcripts to ODE when completing the online application. Do not send transcripts to OCE.
Educational Aide/Student Monitor Permit	4 Year Permit \$25.00 1 Year Permit \$5.00

Principal Signature (Required if new application) _____

Mail Request form and office fee payable to OCE to:

Melissa Hokanson
OCFE 2nd Floor
1404 E. 9th St.
Cleveland, OH 44114
mhokanson@dioceseofcleveland.org