

**CERTIFICATION INFORMATION ON
2-YEAR PROVISIONAL LICENSES**

To Move to a Five-Year License:

If the educator is working in their area of licensure*, the requirements are:

- Successful completion of Entry Year Program and passing of the Praxis III
- No professional development work is required to move to a 5-year license. 2-Year Provisional License renewals or advancing to the 5-year license do not go through the LPDC.
- ODE requires a current background check (within one year) to be posting at ODE to renew your license. Archdiocesan fingerprint locations are found on the web at:
http://www.catholiccincinnati.org/index.php?option=com_content&task=view&id=420&Itemid=976
You must tell the fingerprint operator that you are a teacher applying for certification and you need the results to go electronically to Teacher Certification (ODE). ODE will not take a paper copy of the results.
- To check the date on your background check: <https://webapp2.ode.state.oh.us/portal/Default.asp> Use your driver’s license to sign up for a SAFE account; Click on Educator Profile; Use your Educator ID which is on your teaching license. It has 2 letters followed by 7 numbers.
- Complete the “2-Year License” application. To download, go to <http://www.ode.state.oh.us/GD/DocumentManagement/DocumentDownload.aspx?DocumentID=45523>
- Check to Treasurer, State of Ohio.
- You will need the superintendent’s signature. Send the 2-Year License application and check to the Archdiocesan Entry Year Coordinator, Catholic School Office, 100 E. 8th St. Cincinnati, OH 45202. We will sign the superintendent signature and mail the application to ODE.
- If you need assistance, email Cathy Bever at CBever@CatholicCincinnati.org or call (513) 421-3131.

The Master’s Degree Requirement:

- This requirement affects those educators who began their teaching career after 9/1/2002 and completed the Entry Year. This requirement does not affect educators who held a bachelor’s degree in a non-teaching area and received their 2-year license from a master’s program.
- Licensure Timeline:
 1. 2-year Provisional License - Educator may move to a 5-year license when the Entry Year requirements are met (after year 1 or year 2 of the 2-year provisional).
 2. 1st 5-year license
 3. 2nd 5-year license – Master’s required at the end of this license for renewal.
- The educator must decide whether to move to licensure after year 1 or year 2.

Begin Teaching	2-year Provisional	1 st 5-year License	2 nd 5-year License	Master’s required for licensure in
0 years	1 year +	5 years +	5 years =	11 years
0 years	2 years +	5 years +	5 years =	12 years

- If the educator has begun his/her Master’s program, he/she should move to a 5-year license after year 1. If the educator is uncertain as to when he/she will begin the Master’s program, he/she should complete year 2 and then apply for the 5-year license.
- If the educator already has a Master’s in education, he/she is not required to obtain a second Master’s degree.

Requirements for Renewal of the 2-Year License:

*If the educator is not working in their area of licensure, 3 semester hours are required to renew the 2-year provisional license. CEUs may not be used to renew the 2-year provisional license. Use the “2-Year License” application (see link above) and include transcripts.