

ARCHDIOCESE OF CINCINNATI NON-TAX CERTIFICATION

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- Applicants must be currently employed in an Archdiocesan school.
- Requests must come from the principal, then approved by the Coordinator of Professional Development.



REQUIREMENTS FOR NON-TAX CERTIFICATION

- Completed application
- Bachelor's degree - official transcript required
- Background Check – fingerprinting
- Child Protection Decree Orientation – record of attendance must be on file at Archdiocese of Cincinnati
- Check to Treasurer, State of Ohio

[DOWNLOAD APPLICATION](#)

- **ALL SECTIONS MUST BE COMPLETED**

BACHELOR'S DEGREE

- Must be a 4-year degree, any area
- Must be official transcript - no Xerox copies
- Transcript must state that bachelor's degree was conferred.
- Transcript does not have to be in a sealed envelope.
- Transcript will not be returned. A permanent electronic copy will be maintained at ODE.

BACKGROUND CHECK - FINGERPRINTING

See application for information on background checks.

Under the requirements of House Bill 1 passed in 2009, applicants for Ohio licensure must establish whether they have lived continuously in Ohio for the past five years. The answer to this residency question will determine what background checks (BCI and/or FBI) applicants must complete.

BACKGROUND CHECK - FINGERPRINTING

- To work in Archdiocesan schools, you must be fingerprinted by the Archdiocese of Cincinnati – no other agency. Inked cards or background checks done at police stations or other agencies are not accepted.
- See the list of permanent fingerprinting locations: http://www.catholiccincinnati.org/index.php?option=com_content&task=view&id=420&Itemid=976
- Tell person taking prints that the results must be sent electronically to Teacher Certification.

CHILD PROTECTION DECREE ORIENTATION SESSIONS

<http://www.catholiccincinnati.org/childorient/CPDOrientations.htm>

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LEGAL QUESTIONS

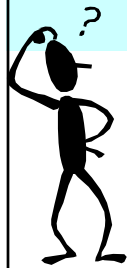
- You **must** answer all 5 questions.
- If you answered **yes** to any question, attach explanation in **SEALED ENVELOPE** for review by the Ohio Department of Education, Office of Certification and Licensure.
- Reviewed by ODE on individual basis; may take up to 6 weeks to process.

Certificate to begin on **July 1, 20__**
(of the current school year)

District: Archdiocese of Cincinnati
IRN#: 052514

Application will be signed by the
Archdiocese of Cincinnati Superintendent when
submitted to this office.

**Non-Tax Certification
What To Return:**



- 1) Completed Application
- 2) Official Transcripts
- 3) Check to Treasurer, State of Ohio

MAIL TO:

NO



Certification/Licensure
Columbus, OH 43215



YES



Coordinator of
Professional Development
Catholic School Office
100 East 8th Street
Cincinnati, OH 45202



Questions? ? ?

Cathy Bever
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