PRE-SERVICE TEACHER PERMIT
Frequently Asked Questions

Who must obtain this permit?
Any individual enrolled in a course that is part of an Educator Preparation Program **AND** will be in a P-12 classroom as part of the course is required to obtain this permit. If the student already holds an active credential issued by the State Board of Education, such as a substitute teaching license or educational aide permit, they do not need to obtain this permit as they will already be enrolled in the Rapback system.

What is the validity period of the permit?
The pre-service teacher permit is a three-year permit. All permits will have an effective date of July 1 (the same as all other educator licenses).

What is the cost of the permit?
The cost is $75 for a three-year permit.

When will the permit be available?
The online permit application will be available July 1, 2024.

How will the permit be obtained and renewed?
Individuals must log in to their OHID account and apply for the permit through their CORE Dashboard (under My Credentials). The application will then be routed to the institution of higher education (IHE) e-signer, following the same process as initial teaching license applications. Review the Educator Licensure Process webpage for additional information.

Will background checks be required?
Individuals must undergo fingerprinting and enroll in the Rapback system for initial application. If the individual maintains their permit and does not move out-of-state, they will remain enrolled in the Rapback system without needing to be fingerprinted again. If the background check has been completed within a year of applying for the permit it will be acceptable. It is the approval of the permit that enrolls the student in the Rapback system. Each IHE should handle the fingerprinting process per their institution's policy.

What happens if there is a notice of arrest or conviction?
Pursuant to ORC 3319.0812 section (D) the State Board of Education shall promptly notify the applicable educator preparation program and any school district or school in which the pre-service teacher has been employed or assigned as part of the program. The process by which school districts will be notified is being developed.

Can individuals who hold this permit substitute teach?
According to ORC section 3319.0812 (B) a school district or school may employ an individual with this permit as a substitute teacher **with compensation**. Each IHE and collaborating school district may establish rules and guidelines for using college students as substitute teachers.

What if a student transfers from one IHE to another?
The receiving IHE will be able to check Educator Profile in the Ohio CORE system to determine if the student holds an active permit. Permit holders do not need to obtain a new permit if they transfer to a new IHE.

Need additional information?
Questions may be directed to mailto:Educator.Licensure@sboe.ohio.gov.

Additional FAQs

How long will it take for my permit to be issued?

If BCI and FBI background checks are clear, your permit maybe issued as soon as the Office of Educator License and Effectiveness approves the permit. If the application must go through the Office of Professional Conduct for further review, it will take longer to process. If this is your first permit, the State Board will need to enroll you in Rapback. The Rapback enrollment process is completed within one business day.

How can I check the status of my permit application?

Log in to your OH|ID account any time and check the status for your CORE Dashboard under **My Application Status.**

How do I know when my permit has been issued?

Students will be emailed once their permit is approved by the state of Ohio. Download and print a copy of your permit by logging into your OH|ID account from your CORE Dashboard under **My Credentials**.

If I am enrolled in two classes the same semester and they both require a permit, do I need to apply for two separate permits?

No, you will only apply for one permit and make two copies of your permit for verification for placement.

What code should I use for FBI/BCI background check?

3319.291

Can I upload a hard copy of my FBI/BCI background check?

No, students can NOT upload hard copies of background checks. Students must have their background checks electronically sent to the State Board of Education in Ohio from the agency they are getting their prints.

What is Youngstown State University's IRN?

063156

Who can I contact for more help?

You may also contact the licensure office for more information. To streamline the process and assist you more quickly, please select one mode of contact (email or phone). Before calling, log into your OH|ID account so the representative can provide better service to you regarding your application.

Email educator.licensure@sboe.ohio.gov
Phone: 855-983-4868