**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 Pk-12 classroom as part of the course. If the student already holds a substitute license, they do not need to obtain this permit.

**How long is the permit good for?**

The permit can be obtained for one year or three years. The choice of duration is at the discretion of the individual. All permits will have an effective date of July 1as all educator licenses do.

**What is the cost of the permit?**

$25.00 per year of the permit.

**How will the permit be obtained and renewed?**

Individuals can apply for the permit through the state board of education website. The application will then be routed to the IHE e-signer, following the same process as initial teaching license applications.

[Apply for a New License | State Board of Education (ohio.gov)](https://sboe.ohio.gov/educator-licensure/apply-for-a-new-license)

**What about background checks?**

Individuals must undergo fingerprinting and enroll in the RAPBACK program for initial application. If the individual maintains their permit and does not move out-of-state, they will remain enrolled in the RAPBACK program 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 can handle the fingerprinting process as they wish.*

**What happens if there is a notice of arrest or conviction?**

ORC 3319.0812 section (D) states the department 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 a person holding this permit substitute?**

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 can establish rules and guidelines for using college students as substitute teachers.*

**What if a student transfers from one IHE to another?**

The receiving IHE would be able to check in the Ohio CORE system to determine if the student holds an active permit.