

Resident Educator Licensure Procedures

To advance from a Resident Educator License you must:

Pass all required tasks as mandated by the Ohio Department of Education. Complete any required district activities (**Learning to Lead Module and Year 4 Action Plan**). Once all required activities have been completed you should:

1. Have your mentor, principal and the program coordinator sign off on your activities.
2. Go to [Mid-Ohio ESC](#) to complete your fingerprinting and background check. Make sure you call ahead to verify that they are in the office.
3. If going to Mid-Ohio isn't convenient, you can go to your local Sheriff's Office. Make sure you have cash as they do not accept personal checks.
4. Log into your SAFE account and make sure the program coordinator has marked you as complete.
5. Once all of the above activities have been completed, you may then ADVANCE your license from Resident Educator to Five Year Professional. (Log into your SAFE account, go to License, and click on ADVANCE).
6. Make sure you have your credit card available. The cost of ADVANCING your license at this time is \$200.00. If you have questions, you can email/text the program coordinator at Kvonstein@mlsd.net or at 419-545-1502.
7. The program coordinator will assist newly licensed teachers with their first IPDP.

To request an extension of a Resident Educator License:

To extend your license until you have completed the activities for Year 4 (The Learning to Lead Module and Year 4 Action Plan), or if you need to retake any task that was not successfully passed during Year 3, you may apply for a one-year extension of a resident educator license, or you may extend your license. The cost to extend a Resident Educator License for one year is \$20.00.

Please note: Holders of resident educator licenses or alternative resident educator licenses who already have obtained a total of two years of extensions to their licenses, and who have completed less than two years of the Resident Educator Program at the conclusion of that license extension, must renew the license. In order to renew your license, you must complete 6 hours of coursework centered around classroom teaching or the area of licensure at an accredited university. No more than a total of four years of extensions to a Resident Educator License or an Alternative Resident Educator License will be allowed. After a total of four years of extensions to a Resident Educator License or Alternative Resident Educator License, applicants must either renew or advance the license. Please see requirements to advance or renew a Resident Educator and Alternative Resident Educator License below. For additional information go to <http://education.ohio.gov/Topics/Teaching/Resident-Educator-Program>.