

## Applying for CBI Supplemental Teaching License/Endorsement

(Revised March 2008)

Teaching license applications are available on line at the Ohio Department of Education web site at [www.ode.state.oh.us](http://www.ode.state.oh.us) using the Search box on the top right of the page enter Educator Licensure Applications.

The CTE-37 form is also located on the Ohio Department of Education web site by using the Search box and enter keyword CTE-37. This form must be completed and given to the university providing your CBI endorsement training.

To apply for a 1<sup>ST</sup> **SUPPLEMENTAL TEACHING LICENSE** (endorsement) for Career Based Intervention:

- Use only the online application – **SUPPLEMENTAL TEACHING LICENSE**
- You are required to arrange for **FINGERPRINTING (BCI) and an FBI check** for this new license

**Complete the following on this application:**

Page 1

- PERSONAL INFORMATION section
- Amount enclosed: \$40.00
- Carefully read, follow the directions and answer the questions in the middle box concerning FINGERPRINTS – BCI and FBI checks must be completed
  - Sign bottom of page 1

Page 2

- CREDENTIAL INFORMATION
  - Check top box – Supplemental Teaching License
  - Indicated teaching field(s) requested (6 boxes) enter 600100
  - Check box NEW
- PRAXIS TESTING INFORMATION – leave blank
- DEGREE INFORMATION – complete
- EFFECTIVE YEAR – enter beginning calendar year of the current school year
- SUPERINTENDENT SIGNATURE AND MAIL TO ORGANIZATION
  - Complete with appropriate signature
- APPLICANT SIGNATURE – sign this page

A completed supplemental license application with payment of the appropriate fees must accompany the completed CTE-37 form which must be:

- signed by your appropriate local official and
- signed by the appropriate university official

The completed application, CTE-37 and fees are to be given to **Ohio State University** for review and appropriate signatures and they will forward them to the Ohio Department of Education, Office of Educator Licensure

**It is YOUR RESPONSIBILITY to complete this paperwork and arrange for fingerprinting. Your local program career-technical weighted funding is dependent upon your possession of the proper CBI Supplemental license endorsement.**

You will need to apply for renewal of one-year a Supplemental license until you have completed all class work to obtain the CBI endorsement. **At Ohio State University, you must complete ½ the program (2 courses) in the first year to be eligible for a renewal. The remaining classes are to be completed by the end of the second year.** A new CTE-37 is required to accompany each renewal. Use the ODE web Supplemental License application for all one year supplemental endorsements. BCI and FBI fingerprinting is valid for 365 days and is required for a renewal if initial has expired.

## Applying for CBI Endorsement

(Revised March 2008)

Upon completion of the university CBI program training, you are to add the CBI endorsement to your standard teaching credential. This is not a stand alone certificate/license. Use only forms printed from the ODE web site.

**To ADD A TEACHING AREA use only the INITIAL OHIO LICENSE – In State (LN) APPLICATION FORM & complete the following:**

- Personal information
- Amount enclosed - \$20.00 to add a teaching area
- FINGERPRINTING – BCI and FBI are valid for 365 days from the date that the check was completed.
- LEGAL QUESTIONS – Complete this section
- Signature of Application – sign
- CREDENTIAL INFORMATION
  - check BOX – **Adding a teaching field to existing license**
  - Two digit boxes - use the certificate or license type code for the teaching certificate or license to which this endorsement is being added. You will need to find this information on your current valid certificate or license or
    - for a valid license use the codes listed on this INITIAL OHIO LICENSE application on the back page of this application
    - Indicate teaching field (six digit boxes) – use code 600100  
**Career Based Intervention**
- EFFECTIVE YEAR - Enter current school year beginning year
- EDUCATIONAL LEVEL INFORMATION
- EXPERIENCE - complete
- SIGNATURE OF RECOMMENDING COLLEGE OR UNIVERSITY OFFICIAL - **MUST BE SIGNED BY THE APPROPRIATE UNIVERSITY OFFICIAL**
- SUPPLEMENTAL PATHWAY TO LICENSE – does **not** need completed
- MAIL TO INDIVIDUAL OR ORGANIZATION – complete
- APPLICANT SIGNATURE - your signature, home phone and date

**Reminder - A completed CTE-37 form must be signed by your appropriate local official and the appropriate university official and it must accompany the completed application along with appropriate fees. **This is to be mailed to Ohio State University, which will forward it to the Ohio Department of Education, Office of Educator Licensure.** It is YOUR RESPONSIBILITY to complete this paperwork. Your local program career-technical weighted funding is dependent upon your possession of the proper CBI endorsement.**