

PRE-SERVICE TEACHER PERMIT

STATE OF OHIO REQUIREMENT

A new law in Ohio requires any student in an education preparation program to obtain a Pre-Service Teacher Permit before they can be in a K-12 classroom for any purpose.

The Pre-Service Teacher Permit is required for candidates who are completing fieldwork in

ART 3737	EDFN 1501	MUED 2622	Preclinical ELIS	SPED 4854	TERG 3711
ART 4836	EDFN 3708	MUED 4823	Preclinical MCE	TCED 4800L	TERG 3720
CHFM 1530	ELIS 2601	MUED 4824	Preclinical SPED	TCED 5888d	TERG 3730
CHFM 3733L	ELIS 3700	MUED 4825	SED 3706	TERG 2605	STUDENT TEACHING
CHFM 3790	ELIS 4804	Preclinical AYA	SPED 2630	TERG 3700	

Additional courses may apply, check the syllabus.

What is my responsibility?

- Candidates obtain the three-year permit PRIOR to the start of the required semester. Proof of possession of the permit will be required to finalize field placements.
 - Failure to have possession of the permit by the start of the semester can result in loss of placement and possibly the inability to complete the course and retake it in another semester.
- The cost is \$25.00 per year.
- It is the student's responsibility to keep a copy of their permit and provide a copy of the permit on TaskStream prior to the start of the respective semester.
- It is also the student's responsibility to renew their permit before the expiration date.

What do I need to do for the background check?

- All licensure applicants must have CURRENT background checks electronically filed with the State Board of Education by a fingerprinting agency (campus police, BMV, ESC, to name a few) in order to process your permit application.
- Go to an agency to be fingerprinted. You will need: your state ID, know your social security number, and pay to be fingerprinted for both BCI and FBI clearances. (We recommend campus police as cost is different for each agency.)
- You must inform the agency completing the background check to electronically send your results to the State Board of Education of Ohio and use **FBI/BCI code 3319.291** for permit background checks.
<https://sboe.ohio.gov/educator-licensure/information-and-resources/background-check-faqs>
- The permit holder will have criminal records checks, RAPBACK enrollment, and disciplinary action like other educators. <https://dam.assets.ohio.gov/image/upload/sboe.ohio.gov/Professional-Conduct/Licensure-Code-of-Professional-Conduct.pdf>

How do I apply for the permit?

1. Access OH|ID account at <https://ohid.ohio.gov/wps/portal/gov/ohid/>

2. Click Educator Licensure and Records (CORE)
3. Navigate to **My Credentials** on your CORE Dashboard
4. Click **Apply for NEW Credential** (Page 20 of CORE Manual)

5. Click on **Teachers**
6. Select **Pre-Service Teacher Permit** from the menu
7. Click Apply and complete the online application from your CORE Dashboard
8. You will need the **Youngstown State University Retrieval Number (IRN): 063156**
9. See FAQs about the Online CORE License System for additional information at:
<https://sboe.ohio.gov/educator-licensure/information-and-resources/online-core-license-system-faqs>

NOTE: Candidates who already hold an active credential issued by the State Board of Education, such as a substitute teaching license or educational aide permit, are not required to obtain this permit as they will already be enrolled in the Rapback system (As required for the pre-service permit, a copy of the credential is to be uploaded to TaskStream.)

How do I access my permit?

1. Log in to your OHID account.
2. Open the Educator Licensure and Records (CORE) app.
3. Click Action next to the active credential and select Print from the dropdown menu to download and print your license or permit.

How do I submit my permit on TaskStream?

1. Log in to watermarkinsights.com, click on *sign in*, and select TaskStream..
2. Click on the *Enter Code* button on the left side of your TaskStream homepage. You may need to scroll down.
3. Go to *Enter Program Code* box (middle of screen) and input PERMIT
4. Click on *Search*
5. Click on *Enroll*
6. Go to the DRF and upload your permit and complete the required information on the form.

THIS IS A STATE OF OHIO REQUIREMENT

- YSU and school districts CANNOT make separate accommodations for you.
- Failure to have possession of the permit by the start of the respective semester requiring field experience can result in loss of placement and possibly the inability to complete the course.
- Loss of permit results in loss of placement and possibly inability to complete the respective course(s).
- Candidates can have disciplinary action brought against them from the state and/or school district the same as an educator. Additional action may occur through YSU which may include, but not limited to, removal from program and university disciplinary hearing.