



State Board of Education 3 Year Pre-Service Teacher Permit OHIO Eastern Education Majors

By law, students enrolled in a course that is part of an educator preparation program leading to an Ohio teaching license AND who will be in an Ohio P-12 classroom as part of that course are required to obtain the 3-Year Pre-Service Teacher Permit.

Instructions - Applicants **must** complete both steps:

Step 1 - Background Checks Total Cost: \$70

All applicants must have current BCI and FBI background checks on file with the State Board of Education and Ohio University.

- Secure both BCI and FBI background checks using: **Code: 3319.291**
- Request direct copies to be sent to **BOTH**:

The Ohio Department of Education
AND

Patton College of Education
Attention: Debra Fanning Student Affairs
Patton Hall 103 Athens, OH 45701

Background Check Service Location:

East Central Ohio Educational Service Center
67400 Betty Lee Way, St. Clairsville, OH 43950
740.695.9773 Ext. 8410

*Call to make an appointment

What to bring:

- Valid photo ID (Driver's License or State ID)
- Payment: cash or credit card

Step 2 - Apply for Permit Cost: \$75

- Set up your [State of Ohio OHID Digital Identity Account](#)
 - Click Educator Licensure and Records (CORE)
 - Navigate to My Credentials on your CORE Dashboard.
 - Click Apply for NEW Credential.
 - Select Pre-Service Teacher Permit from the menu.
 - Click Apply and complete the online application from your CORE
- NOTE: The information retrieval number (IRN) of your college or university is required for the application.
 - 063024-Ohio University** should be selected as the School or University in the "Educator Preparation" section for **ALL students on ALL campuses.**



For More Information Contact: Jeanine Kelnhofer, Education Program Assistant
kelnhofer@ohio.edu or 740.588.1452