



Dear Educator,

Welcome to Cleveland Metropolitan School District! We are pleased to have you as an educator and would like to formally Thank You for choosing to serve our scholars and community.

Please know that per the Ohio Revised Code you have 60 days from your hire date to submit or obtain appropriate educator license in your teaching area. While it is your professional responsibility to obtain proper licensing, please know that I am here to support you in the educator license process. We want to make sure that you have a proper license to lead our scholars.

If you already hold a valid Ohio Educator license please forward a copy to licensing@clevelandmetroschools.org for verification.

To obtain a new license, you must apply through the Ohio Department of Education's Connected Ohio Record's for Educators system, or ODE CORE. You can use this link to access ODE's webpage to obtain more information about your Professional Educator License:

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Apply-for-Certificate-License>

On this webpage you will find step by step directions on how to apply for your Educator license. Thank you for your attention to this matter, and again welcome to CMSD! We are elated that you have decided to join us in our quest to prepare all CMSD scholars for college or career.

Best Regards,

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