

# Emergency License Application

Emergency licenses shall not be issued for a number of endorsement areas. See rule 5364

Superintendent, Director, Headmaster of an independent school, or Career Technical Director submits application to AOE

Name of school where teaching

Provide proof of advertising

Provide a list of candidates

Provide a plan for mentoring

Provide a plan for supervision

Provide current resume

Provide contract start date

Upload official transcripts

Mentor to include a Licensed educator in same endorsement area or Administrator.

Minimum of a BA \*

Application is pre-approved and routed to Educator to complete

Pay \$50 non refundable application processing fee

Disclosure statement

Oath and statement of good standing

Consent to release registry info

Other info as required (CPR,AED, First Aid)

If Yes, must supply written explanation

No

Yes

Application closed

Pay \$50 License Fee

Emergency License or endorsement shall expire on June 30 of the school year for which it was issued.

## To be completed by:

Superintendent or Director of Independent School

Applicant/Educator

AOE Staff

Emergency licenses and endorsements shall be issued only to individuals who hold a baccalaureate degree, but do not meet the qualifications for a Provisional License.  
\*Applicants for emergency CTE endorsements need not meet the baccalaureate degree requirement.