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**Change of Name and Address, Rule**

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**The Background:**

This rule change requires a license holder to notify the Office of Teacher Licensing within thirty days if he/she changes his/her name or address. This makes it easier to track where educators reside when the State Board sends notices of proposed action or other pertinent correspondence.

**The Recommendation:**

SBE staff recommends acceptance of this item on first reading.

## **Proposed Rule Revision**

0520-02-04-.01(3) Change of Name is amended by deleting the present subsection in its entirety and replacing it with the following:

(3) Change of Name and Address. If the holder of a license or certificate changes his or her name by legal means, the holder must report such changes to the Office of Teacher Licensing within thirty (30) days. If the holder of a license or certificate changes his or her permanent address, the holder must report such changes to the Office of Teacher Licensing within thirty (30) days.