

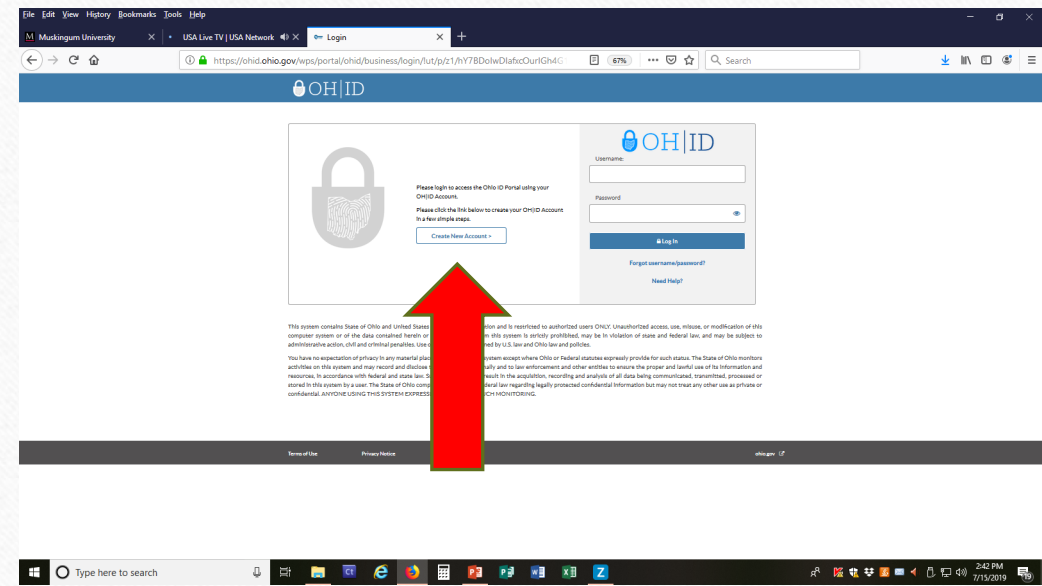
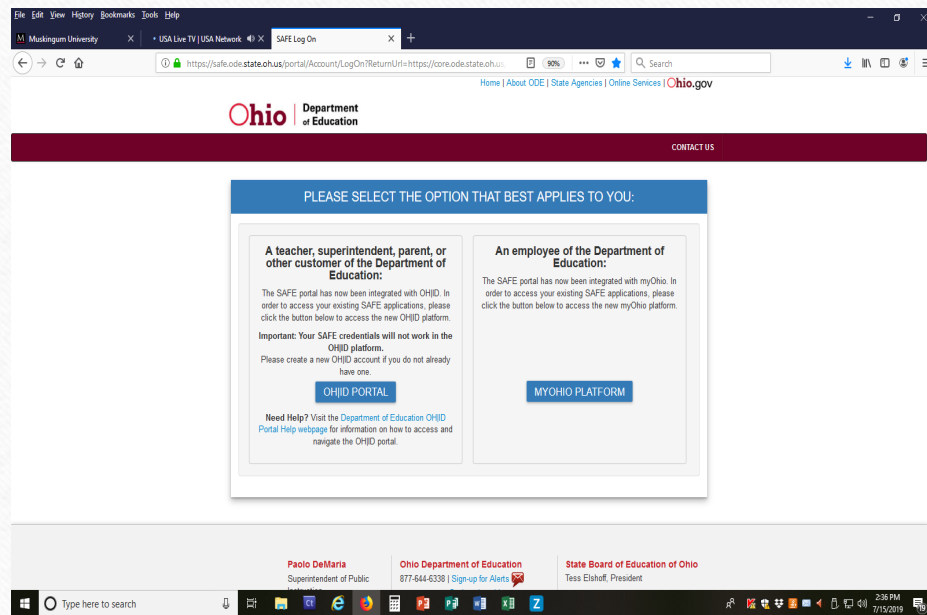
Adding Endorsement To License

Created by: Stacy Welch



Applying for Licensure

- Create a OH | ID Portal (formerly SAFE) Account (if you do not have one)
 - www.education.ohio.gov/Teachers
 - Under Resources, select CORE Licensure System (through OH | ID)
-
- Takes you to the options page (below), select OH | ID Portal box. This will take you to the “Login” page (picture on right). Put in your Username and Password, click on Log in box.



The screenshot displays a web browser window with the URL https://ohid.ohio.gov/wps/myportal/ohid/business/home/ut/p/z1/hY5LC8lwEIR_i4dcm9VVw. The page header includes the OH|ID logo and navigation links for Home, User Account Management, and Help Center. The main content area is titled 'My Apps' and contains a grid of application tiles. A red arrow points to the 'Educator Licensure and Records (CORE)' app tile, which is described as 'Apply, renew, and maintain licenses'. Other tiles include 'Department of Education Application Request', 'Department of Education Profile Setup', 'Ohio Education Directory System (OEDS)', 'Training and Registration', 'My DODD', and 'The Ohio Business Gateway'. Below the 'My Apps' section is an 'Available Apps' section with a search bar. The footer contains links for Terms of Use and Privacy Notice, and the ohio.gov logo. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 2:48 PM on 7/15/2019.

This is the first page of your OH | ID Portal-SAFE account after you are logged in. From the My Apps page, select “Educator Licensure and Records (CORE) app” to begin the application process.

The screenshot shows a web browser window displaying the 'My Core Dashboard' for the Ohio Department of Education. The dashboard is organized into several sections:

- Messages & Notification:** A message stating, "Please verify your demographic information is correct. Click the 'My Profile' button in the upper right-hand corner to update your information."
- My State ID:** Displays the State ID: OH3189302.
- My Credentials:** This section contains the instruction: "If you have never held an Ohio license or are applying to receive a new credential that you have not previously held, please click the *Apply for NEW Credential* button. If you are a license holder renewing or modifying a license that you currently hold or have held in the past, please find the credential in the list below and select the *Action* button." Below this instruction is a table with columns for Credential, Status, Effective Year, Expiration Date, Credential Number, and Action. The table currently shows "Total credentials: 0". A red arrow points to the "Apply for NEW Credential" button.
- My Application Status:** Includes a "Pay & Submit" button and a "View History" button. It contains sections for "Submitted Applications (last 365 days)" and "Applications Not Yet Submitted", both showing "No applications to display."
- My Background Checks:** Includes a "Click to View" button.
- My IPTI Registrations:** Includes a "Click to View" button.
- My Account, My Documents, and My Resident Educator Summary:** Each of these sections has a "Click to View" button.

The footer of the dashboard identifies the user as Paolo DeMaria, Superintendent of Public Instruction, and lists the Ohio Department of Education and the State Board of Education of Ohio.

Select the “Apply for NEW Credential” box.

The screenshot shows a web browser window displaying the 'My Core Dashboard' for the Ohio Department of Education. A modal dialog box titled 'Apply for a Credential' is open, asking the user to select an option: 'Apply for a NEW credential' or 'Take action on my EXISTING credential'. A large red arrow points to the 'Take action on my EXISTING credential' button. The background dashboard includes sections for 'My Credentials', 'My Account', 'My Documents', and 'High Performing Educator Summary'. A table of credentials is visible, with one entry for '5 Year Professional Administrative Specialist License / New In State' dated 09/19/2018, which has a 'Declined' status. The footer contains contact information for Paolo DeMaria, Superintendent of Public Instruction, and the Ohio Department of Education.

File Edit View History Bookmarks Tools Help

Muskingum University USA Live TV | USA Network Home My Core Dashboard

https://core.ode.state.oh.us/Core4/ODE.CORE.LicPublicUI/ 80%

Messages & Notifications

Apply for a Credential

Please select the option below that describes what you would like to do:

Apply for a NEW credential Take action on my EXISTING credential

My Educator

Educator State ID:

My Credentials

Apply for NEW Credential View History

If you have never held an Ohio license or are applying to receive a new credential that you have not previously held, please click the *Apply for NEW Credential* button. If you are a license holder renewing or modifying a license that you currently hold or have held in the past, please find the credential in the list below and select the *Action* button.

CREDENTIAL	ISSUED DATE	STATUS	ACTION
5 Year Professional Administrative Specialist License / New In State	09/19/2018	Declined	View Details

Total applications: 1

Applications Not Yet Submitted

No applications to display.

My Account Click to View

My Documents Click to View

High Performing Educator Summary Click to View

My Background Checks Click to View

My Resident Educator Summary Click to View

Assessment Data Click to View

Paolo DeMaria
Superintendent of Public Instruction

Ohio Department of Education
877-644-6338 Sign-up for Alerts
contact.center@education.ohio.gov

State Board of Education of Ohio
Laura Kohler, President

Mike DeWine, Governor Privacy Jobs Employees Site Map Contact ODE

Type here to search

2:52 PM 7/15/2019

Select the Take action to my EXISTING credential box.

The screenshot shows a web browser window displaying the Ohio Department of Education's 'My Core Dashboard'. The browser's address bar shows the URL <https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.PublicUI/>. The page header includes the Ohio Department of Education logo, the user name 'Welcome : Stacy Welch', and navigation links for 'HOME', 'ABOUT ODE', 'STATE AGENCIES', and 'ONLINE SERVICES'. A 'LOGOUT' button and 'Session Timeout 00:29:57' are also visible. A modal window titled 'Apply for a Credential' is open, displaying a list of options for users to manage their credentials. A red arrow points to the 'Add A Teaching Field Or Endorsement To My Credential' option. The modal also includes a 'Close' button and a link for users who do not see their desired option.

Apply for a Credential

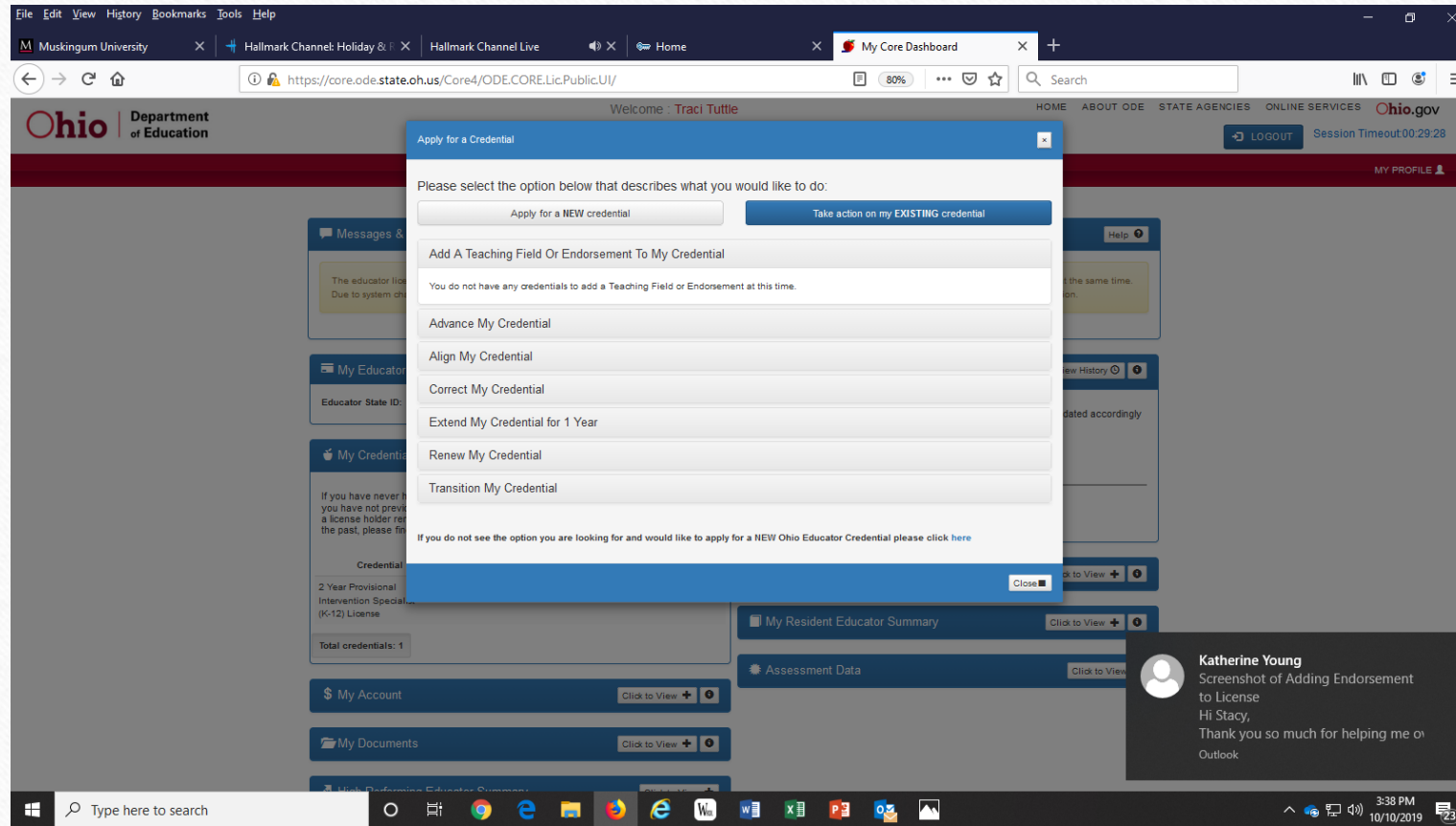
Please select the option below that describes what you would like to do:

- Apply for a NEW credential
- Take action on my EXISTING credential
- Add A Teaching Field Or Endorsement To My Credential
- Advance My Credential
- Align My Credential
- Correct My Credential
- Extend My Credential for 1 Year
- Renew My Credential
- Transition My Credential

If you do not see the option you are looking for and would like to apply for a NEW Ohio Educator Credential please click [here](#)

Close

Select Add a Teaching Field or Endorsement To My Credential.



Normally, a drop down box will list the credentials available to take action on. Select the license and then add area.

Requested Credential(s)

5 Year Professional Early Childhood (P-3) License

Credential:

5 Year Professional Early Childhood (P-3) License

Action:

Add Area

Effective:

07/01/2017

Will Expire:

06/30/2022

Teaching Fields:

There are no teaching fields specified for this credential.

Endorsements:

Early Childhood Generalist (4-5) [185000]

Bilingual [180500]

Career-Based Intervention [600100]

Computer/Technology K-12 [111770]

Gifted Intervention Specialist (K-12) [196210]

Literacy Specialist [050315]

Mathematics Specialist P-6 [110315]

Prekindergarten Special Needs [196097]

Reading K-12 [059902]

Science Specialist (P-9) [130160]

Teacher Leader [550100]

Teaching English to Speakers of Other Languages PreK-12 [050275]

Select the appropriate endorsement under the available endorsement section.

Save application and next.

I believe from here things might look slightly different; however, the process should be very similar.

Respond to each of the questions.

Military Service: yes or no. If yes, a drop down box will appear, select the appropriate box and provide documentation

Educator Preparation Information: select the appropriate box. If you select, Ohio College or University a search box will appear. Select the search icon, type in your preparation site and double click to add.

Signature: will default by the College or university you select

Background checks: if background checks are not listed, they will need updated or sent to ODE by BCI (877-224-0043).

The screenshot shows a web browser window with the URL <https://core.ode.state.oh.us/CORE3/ODE.CORE.CE.Public.UI/Credential/DisplayBgChkandSignAddArea?requestKey=1189637&appKey=1125553>. The page title is "Background Checks and Signatures - Step: 2/3".

Educator Info
Educator State ID: BG1024431 First Name: Rae Last Name: White Birth date: 8/31/1950

Application for: Add Area Permanent Permanent Certificate - Elementary (1-8)

Military Service
Are you currently a member or a veteran of the U.S Armed Forces, Reserves, or National Guard, or are you a spouse of an active duty service member? Yes No
Note: For more information please click [here](#).

Educator Preparation Information
 Supplemental Progression Out of State Other Ohio College or University
[Search icon] [Text input box] [Add icon]

Signatures
[Search icon] Select Organization Note: Signature request will be auto filled when you select an Ohio College/University in Educator Preparation Information section above.
Dean Signature [Text input box] [Add icon]

Residency
Have you lived continuously in Ohio for the past five years? Yes No

Background Checks

Check Date	Receive Date	Type
12/31/2011	1/2/2012	FBI
5/14/2007	5/15/2007	BCI
6/21/2006	6/21/2006	BCI
6/21/2006	6/23/2006	BCI

The Windows taskbar at the bottom shows the date and time as 11:35 AM on 3/10/2015, along with various application icons.

Again; hopefully this is similar to what you are seeing.

Legal Questions: yes or no

Application Signature: check the I Certify box.

Select save application and next box.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Welcome to Muskingum U...", "USA Live TV | USA Network", and "Background Checks and Si...".
- Address Bar:** <https://core.ode.state.oh.us/CORE3/ODE.CORE.CE.Public.UI/Credential/DisplayBgChkandSignAddArea?requestKey=1189637&appKey=1125553>
- Form Fields:**
 - "Dear signature" (text input)
 - "Residency" section: "Have you lived continuously in Ohio for the past five years?" with radio buttons for "Yes" and "No".
 - "Background Checks" section: A table with columns "Check Date", "Receive Date", and "Type".
- Table Data:**

Check Date	Receive Date	Type
12/31/2011	1/2/2012	FBI
5/14/2007	5/15/2007	BCI
6/21/2006	6/21/2006	BCI
6/21/2006	6/23/2006	BCI
7/26/2001	7/31/2001	BCI
- Legal Questions:** A list of five questions with "Yes" and "No" radio buttons:
 - "Have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any misdemeanor other than a traffic offense?"
 - "Have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any felony?"
 - "Have you ever had a criminal conviction sealed or expunged?"
 - "Have you ever had ANY certificate, license, or permit, or an application for same, revoked, suspended, limited, or denied?"
 - "Have you ever surrendered ANY certificate, license or permit?"
- Applicant Signature:** A checkbox labeled "I certify under penalty of loss of my right to teach or work in the schools of Ohio that the information provided on this application is true and correct in every respect."
- Navigation Buttons:** "Previous", "Save Application and Next", and "Return to My Applications".
- Footer:** "John R. Kasich, Governor | Dr. Richard A. Ross, Superintendent of Public Instruction | State Board | ODE Home | Privacy | Contact ODE | Ohio Home" and "The Department of Education is an equal opportunity employer and provider of ADA services."
- Taskbar:** Windows taskbar with icons for Office applications and system tray showing "11:41 AM 3/10/2015".

Submit Documents:
upload documents
requested, if applicable.

You will want to make
sure you scan both sides
of your transcript
corresponding with the
endorsement you are
adding to your “My
Documents” page.

Save Application and
done.

The screenshot shows a web browser window with the following content:

- Browser Tabs:** Welcome to Muskingum U..., USA Live TV | USA Network, New Application Request
- Address Bar:** <https://core.ode.state.oh.us/CORE3/ODE.CORE.CE.Public.UJ/Credential/SubmitDocument?requestKey=1189637&appKey=1125553&appSigned=True>
- Message:** Application was saved successfully.
- Table: Educator Info**

Educator State ID: BG1024431	First Name: Rae	Last Name: White	Birth date: 8/31/1950
------------------------------	-----------------	------------------	-----------------------
- Text:** Application for: Add Area Permanent Permanent Certificate - Elementary (1-8)
- Section: Submit Document**
- Text:** Please [click here](#) for further instructions about required documents and a complete list of Licensure Document Resources
- Text:** The following documents may be required for your particular application.
- List:**
 - Verification of Military Service - Military Fee Waiver Only
 - Transcript
- Text:** Please scan and upload your [official](#) transcript. Transcripts from institutions at which you received a degree should clearly indicate the date your degree was conferred. All uploaded transcripts should be legible, complete (all pages of the transcripts should be included, front and back) and include the registrar's signature. When scanning a multi-page transcript, please create one document file that includes all pages of the transcript. If you are uploading more than one transcript, each transcript should be a separate document. Note: We cannot accept grade reports.
- Form:** Document Type: * --Select Type--
- Form:** Select Document: * No file selected.
- Text:** [Allowed upload file type(s): PDF, BMP, GIF, JPEG, JPG, PNG, TIFF, TIF, PJPEG and maximum file size: 3.5 mb]
- Section: Uploaded Documents**
- Text:** No Documents found.
- Buttons:**

A green arrow points to the 'Transcript' item in the list of required documents.



In the middle of the page, the completed add area application is listed.

Check the select and pay box to submit application.

Cart Pay amount is listed above, select the box. From here follow the remaining prompts to finalize the application.

Note: if this is not completed, the application has NOT been submitted to university for approval.

Follow any remaining prompts to complete the process.

The screenshot shows the Ohio.gov Department of Education 'My Applications' page. The page header includes the Ohio.gov logo and the Department of Education name. The user is logged in as 'Rae White' and the session timeout is 00:59:48. The page title is 'My Applications' and it provides instructions on how to use the screen for new credentials or renewals. The main content area is divided into two sections: 'Applications Not Yet Submitted' and 'Applications Submitted with Payment'. In the 'Applications Not Yet Submitted' section, there is a table with one record: 'Add Area: Permanent Permanent Certificate - Elementary (1-8)'. The 'Select and Pay' column for this record has a green arrow pointing to it. Below this table, there is a 'Pay \$20 for selected Applications' button, also highlighted with a green arrow. In the 'Applications Submitted with Payment' section, there is a table with two records. The first record is 'Submitted On: 12/20/2011', 'Source: Paper', 'Updated: 6/21/2013', and 'Application Status: Processed'. A red arrow points to the 'Application Status: Processed' text. The page footer shows the Windows taskbar with various application icons and the system clock displaying 11:44 AM on 3/10/2015.

In the event you are missing items that will hold up ODE processing your application, you will receive a similar email advising what your need to take care of.



From: Educator.Licensure@education.ohio.gov
<Educator.Licensure@education.ohio.gov>
Sent: Monday, April 12, 2021 9:45 AM
To: dearapplicant@yahoo.com>
Subject: Application on Hold

Monday, April 12, 2021

Dear Applicant, (STATE ID: SP1011076)

Thank you for your recent application to the Office of Educator Licensure.

Your application for:

5 Year Professional License - Kindergarten-Elementary (K-8)

Has been placed on Hold for:
Required Transcripts have not been received.

Additional Comments/Instructions:
Please submit additional required transcripts for review. Renewing a five year professional license that is currently expiring requires the completion of six semester hours of coursework relevant to classroom teaching and/or an area of licensure since the issue date of the license to be renewed. Coursework needs to be completed prior to September 1 of the year of expiration of the license to be renewed, or the renewal requirement increases to nine semester hours. Please upload required transcripts by accessing your OH ID account, select the Application: Educator Licensure and Records (CORE), then My Documents from your CORE Dashboard.

Upon receipt of this information, we will be able to continue processing your application.

Please note applications that are placed on hold for background checks, documents, payment, transcripts, and licensure exams will be automatically declined after 60 days if the requirements are not met before then.

Applicants whose applications are automatically declined will be charged a nonrefundable \$25 processing fee.

Thank you,

Office of Educator Licensure
Ohio Department of Education
25 South Front Street
Columbus, OH 43215