

Adding New

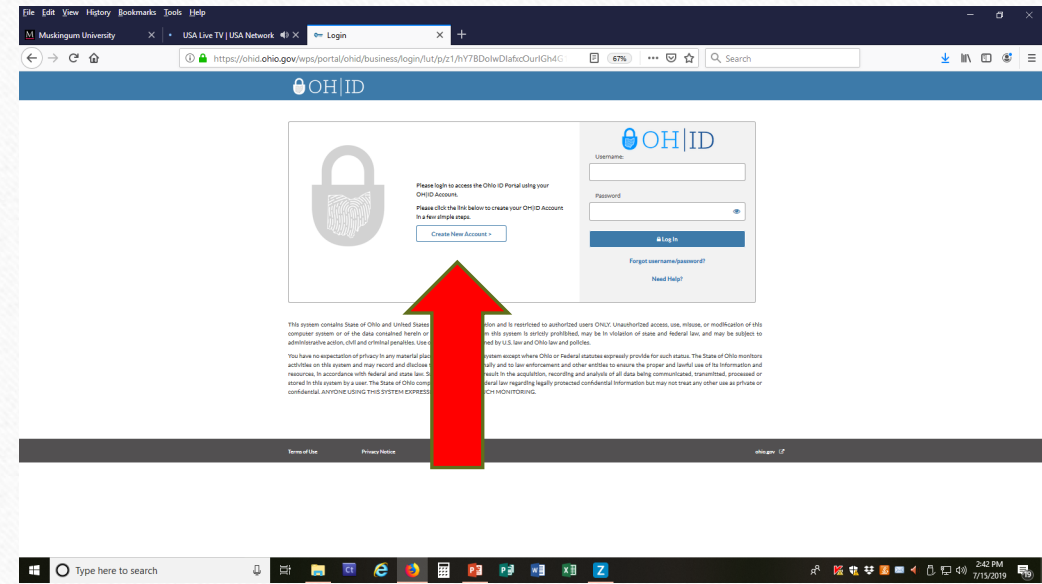
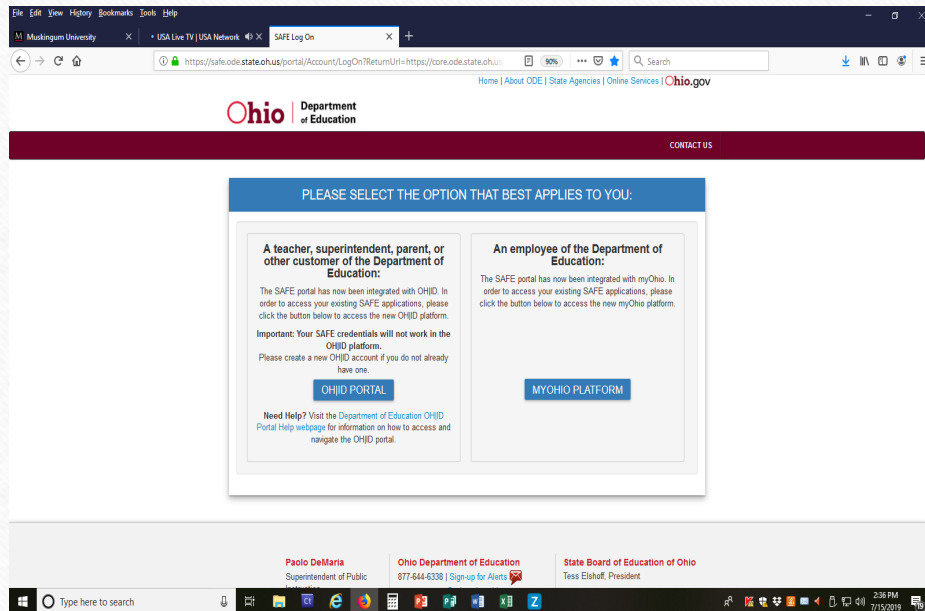
Area To License

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.



File Edit View History Bookmarks Tools Help

Muskingum University USA Live TV | USA Network Home

https://ohid.ohio.gov/wps/myportal/ohid/business/home/ut/p/z1/hY5LC8lwEIR_i4dcm9VV 67%

OH|ID

Home User Account Management Help Center

My Apps

You are currently subscribed to the apps below - clicking the "X" on the app tile will unsubscribe you from the app and reinstating your subscription may require additional approval.

- Department of Education Application Request: Requests access to Education applications
- Department of Education Profile Setup: Create a profile with the Department
- Educator Licensure and Records (CORE): Apply, renew, and maintain licenses**
- Ohio Education Directory System (OEDS): Directory of schools and districts
- Training and Registration: Register for training or an event

Available Apps

- My DODD: Access DODD applications
- The Ohio Business Gateway: Ohio Business Gateway Back-Office Portal

Terms of Use Privacy Notice ohio.gov

Type here to search

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 SAFE account dashboard. The browser's address bar shows the URL <https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Public/UI/>. The dashboard has a dark red header with navigation links: EDUCATOR LICENSURE, PUPIL ACTIVITY, LPDC, LICENSE E-SIGNER, CORE DASHBOARD, and MY PROFILE. Below the header, there are several blue-bordered panels. The 'Messages & Notifications' panel contains a message: "Please verify your demographic information. Click the 'My Profile' button in the upper right-hand corner to update your information." The 'My State ID' panel shows "State ID: OH3189302". The 'My Credentials' panel has a button labeled "Apply for NEW Credential" with a plus sign, and a "View History" button. Below this panel is a table with columns: Credential, Status, Effective Year, Expiration Date, Credential Number, and Action. The table shows "Total credentials: 0". The 'My Application Status' panel has buttons for "Pay & Submit" and "View History", and contains text about application status and lists for "Submitted Applications (last 365 days)" and "Applications Not Yet Submitted", both showing "No applications to display". Other panels include "My Background Checks" and "My IPTI Registrations", both with "Click to View" buttons. At the bottom of the dashboard, there are links for "Paolo DeMaria, Superintendent of Public Instruction", "Ohio Department of Education", and "State Board of Education of Ohio, Tess Fishhoff, President". The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 11:10 AM on 9/19/2018.

This is the first page of your SAFE account after you are logged in. From the Dashboard, select “Apply for New Credential” to begin the application process.

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	STATUS	ACTION
09/19/2018 5 Year Professional Administrative Specialist License / New In State	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

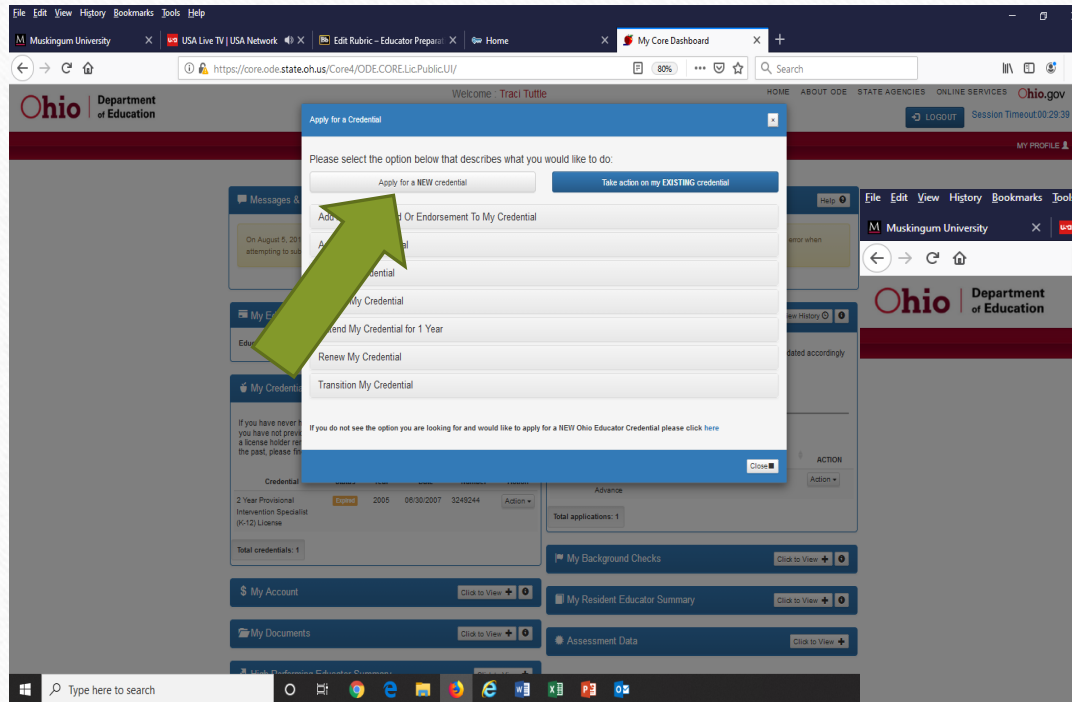
Mike DeWine, Governor Privacy Jobs Employees Site Map Contact ODE

Type here to search

2:52 PM 7/15/2019

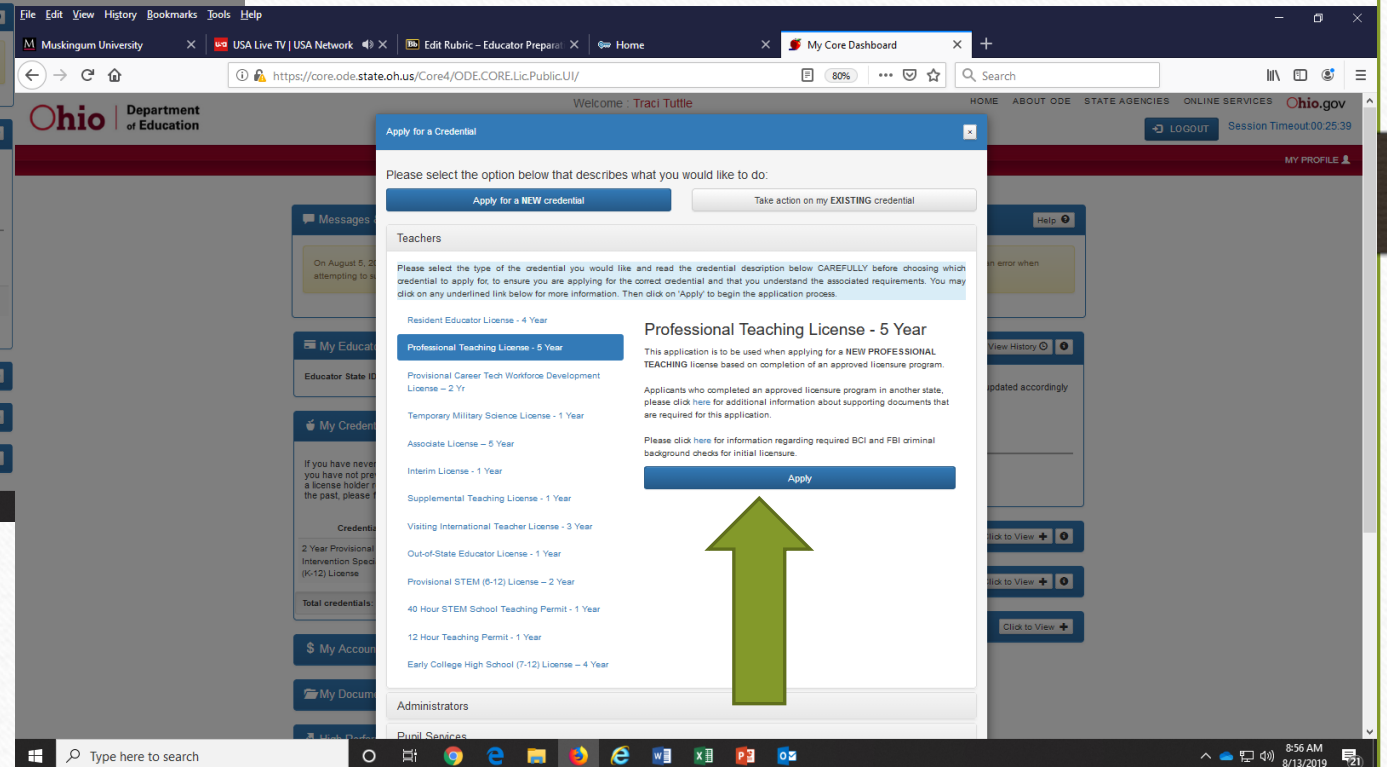
Select the Apply for a NEW credential box.

You will select “Apply for a NEW credential”

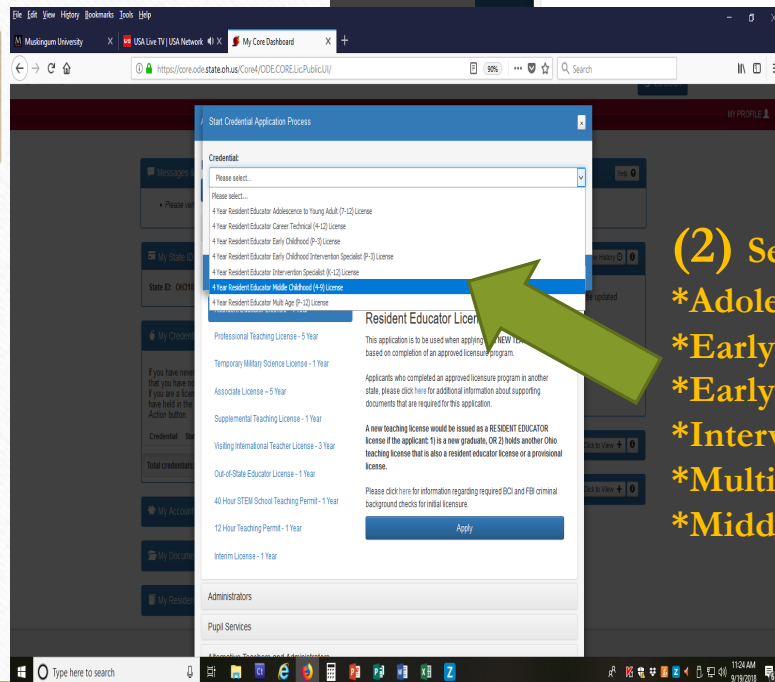
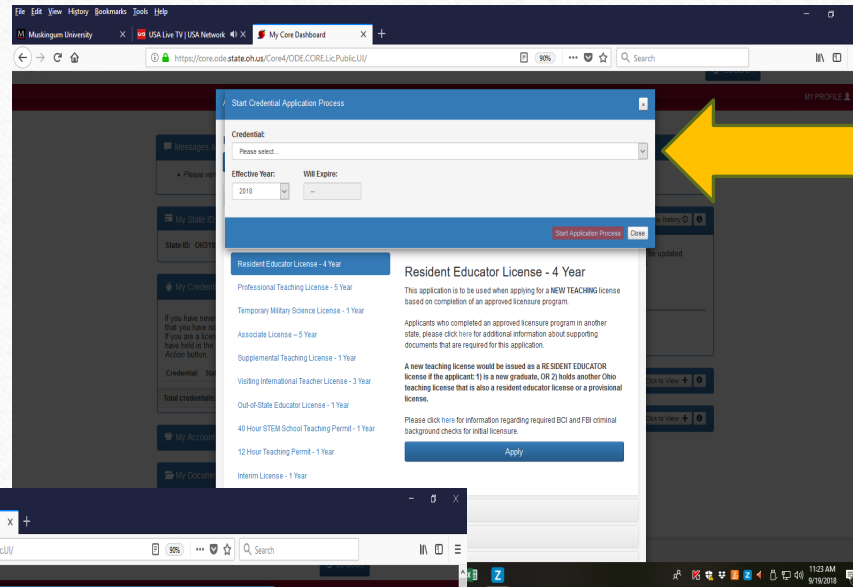


You will select either,
Resident Educator License -4 year
OR
Professional Teaching License.

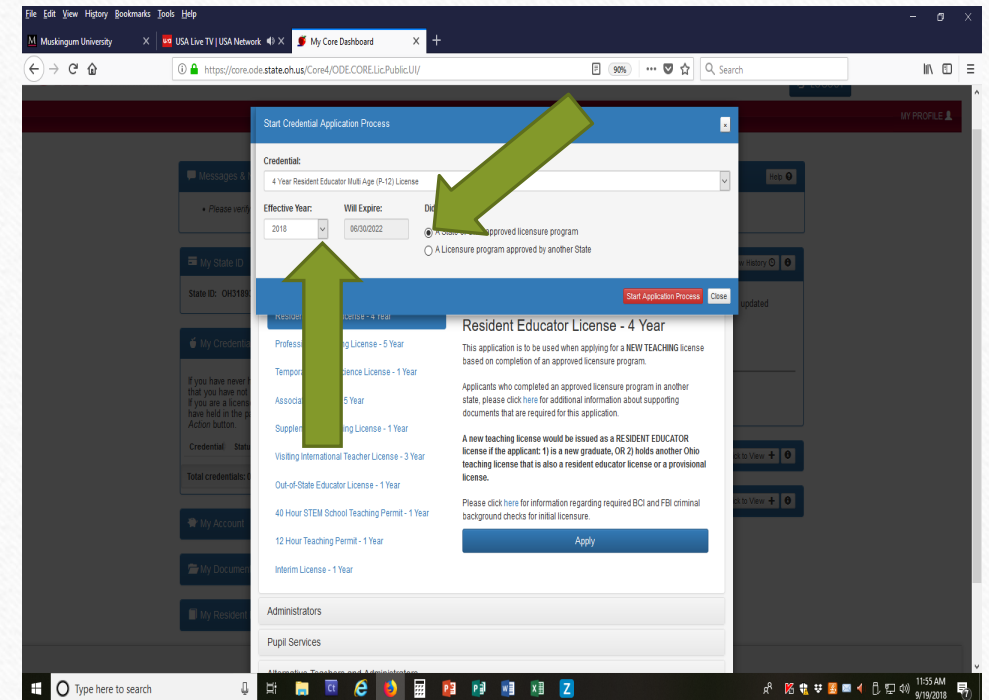
This will depend on the current type of license you have.
Once this is selected the “apply” button will appear.
Select “apply”.



(1) From the Start Credential Application Process: Click on the drop down arrow



(2) Select the license type:
*Adolescent to Young Adult
*Early Childhood
*Early Childhood Intervention Specialist
*Intervention Specialist
*Multi Age
*Middle Childhood



(3) Effective Year: Defaults to the current Academic Year. two options could be available– current year (retro-active) – active starting July 1st of the year chosen or the next year– is not active until July 1st of the next Academic Year.

Candidate will need to decide which option best fits his/her situation.

(4) Check the oval next to an Ohio Approved program.
(5) The “Start Application Process” will light up once you select program. Click on the button to move forward in the application.

Requested Credential: Depending on the license type you select, will depend on the Teaching Fields provided. Select **ALL** the teaching field(s) applicable.

Endorsements:
This section may or may not be applicable at this time.

For example: you complete Jumpstart and the Reading endorsement program. If you have completed all requirements from the same institution, you can add the endorsement to the Intervention Specialist license at the time you apply.

NOTE: You will need to add the reading endorsement to any additional licenses on a different application.

The screenshot displays a web browser window with the URL <https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=1810>. The page title is "Requested Credential(s)".

The main content area shows the following details:

- Credential:** 4 Year Resident Educator Multi Age (P-12) License
- Action:** New in State
- Effective Year:** 2018
- Will Expire:** 07/01/2022

Teaching Fields:

<input type="checkbox"/> American Sign Language [050090]	<input type="checkbox"/> Arabic [060101]	<input type="checkbox"/> Bilingual Education [180600]
<input type="checkbox"/> Chinese [080102]	<input type="checkbox"/> Computer Information Science [111780]	<input type="checkbox"/> Dance [080302]
<input type="checkbox"/> Drama/Theater [050338]	<input type="checkbox"/> French [080230]	<input type="checkbox"/> German [060235]
<input type="checkbox"/> Greek [060150]	<input type="checkbox"/> Health [080115]	<input type="checkbox"/> Hebrew [060135]
<input type="checkbox"/> Hindi [060139]	<input type="checkbox"/> Italian [060245]	<input type="checkbox"/> Japanese [060250]
<input type="checkbox"/> Latin [060107]	<input type="checkbox"/> Library/Media [050675]	<input type="checkbox"/> Music [120050]
<input type="checkbox"/> Physical Education [080305]	<input type="checkbox"/> Russian [060225]	<input type="checkbox"/> Spanish [060265]
<input type="checkbox"/> Swahili [060225]	<input type="checkbox"/> Teaching English to Speakers of Other Languages (TESOL) [050250]	<input type="checkbox"/> Turkish [060275]
<input type="checkbox"/> Visual Art [020012]		<input type="checkbox"/> Ukrainian [060228]

Endorsements:

<input type="checkbox"/> Adapted Physical Education [080505]	<input type="checkbox"/> Bilingual [180500]	<input type="checkbox"/> Career-Based Intervention [800100]
<input type="checkbox"/> Computer/Technology K-12 [111770]	<input type="checkbox"/> Gifted Intervention Specialist (K-12) [196210]	<input type="checkbox"/> Literacy Specialist [050315]
<input type="checkbox"/> Reading K-12 [059902]	<input type="checkbox"/> Teaching English to Speakers of Other Languages PreK-K-12 [050275]	

Residency: yes or no

Military Service: yes or no

If you select yes, you will need to respond to the type of military credit.

File Edit View History Bookmarks Tools Help

Muskingum University USA Live TV | USA Network Requested Credentials

https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=1810131

Ohio Resident

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

Military Service

Are you currently a member or a veteran of the U.S. Armed Forces, the National Guard or Reserves, or the Ohio Military Reserve or Ohio Naval Militia (under the Ohio Adjutant General), or a spouse of an active duty member?
Note: For more information, please click here.

Yes No

The Ohio Department of Education is waiving fees for educator licenses to recognize the contributions of military families. Please upload verification of military service if you are a veteran of any branch of the U.S. Armed Forces, please upload the DD Form 214 to verify your service. If you are a current member of the U.S. Armed Forces, Reserve, or National Guard, please upload a copy of the front of your military identification card. If you are a spouse of an active duty member, please upload a copy of the front of your spouse's military identification card and marriage license or proof of marriage. If you are a current member of the Ohio Military Reserve or Ohio Naval Militia, please upload a copy of the front of your State of Ohio Uniformed Services identification card.

Please select one of the following:

- Current member of the National Guard
- Current member of the Ohio Military Reserve
- Current member of the Ohio Naval Militia
- Current member of the Reserves
- Current member of the U.S. Armed Forces
- Spouse of an active duty member
- Veteran of any branch of the U.S. Armed Forces

Type here to search

12:15 PM 9/19/2018

Criminal History and Prior Licensure Discipline:

Select Yes or No for each question.

If you select YES for any question, an explanation box will appear at the bottom of the section. Make sure to complete.

File Edit View History Bookmarks Tools Help

Muskingum University USA Live TV | USA Network Requested Credentials

https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=1810

Criminal History and Prior Licensure Discipline

ATTENTION: You are required to disclose the information requested in the following questions regardless of how much time has passed since the incident occurred or whether you have previously disclosed the offense to the Department. Unsure of how to answer these questions, [click here](#).

Have you ever been convicted of any criminal offense (except misdemeanor traffic offenses)? Yes No

You **MUST** disclose:

- all criminal convictions
- misdemeanors and felonies
- guilty pleas
- convictions based on a plea of no contest or a plea of nolo contendere, including an Alford plea
- felony traffic offenses

Are you currently a defendant in a pending criminal court case (except misdemeanor traffic offenses)? Yes No

Have you ever participated in a criminal diversion program? Yes No

You **MUST** disclose:

- all first offender's programs
- all treatment in lieu of conviction programs
- any other diversion program

Have you ever had a criminal conviction or guilty plea sealed or expunged (except misdemeanor traffic offenses)? Yes No

Has disciplinary action ever been taken regarding any professional certificate, license, registration, or permit that you hold or have held in Ohio or any other state or place? Yes No

You **MUST** disclose:

- letters of admonishment
- reprimands
- voluntary surrenders
- suspensions
- limitations
- revocations
- denials
- disciplinary settlement agreements
- any other disciplinary actions

Explanation

Type here to search

12:16 PM 9/19/2018

Educator Preparation: Select Ohio College or University.

Select School or University:

Type in Muskingum University or IRN# 063842 in the box provided.

Documents: If you have documents to upload, select the “upload documents” in the right corner. (The system defaults asking for the verification of military service, ignore if you did not answer Yes to this question.)

From here another box will open and you will be asked to select a file from your computer. This has to be a PDF document and less 3.5 mb.

NOTE: If you are unable to upload your documents during the application, this is not a problem, you can upload the documents at anytime in the “my documents” section from the Dashboard.

Required Application Signature:

This will default to the school/university selected above

The screenshot shows a web browser window with the URL <https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=1810>. The page is titled "Requested Credentials" and contains the following sections:

- Educator Preparation:** A section with radio buttons for selection: Alternative Route, Ohio College or University, Other, Out of State, and Supplemental Progression. Below this is a search box labeled "Please select a School or University:" with the text "063842 - Muskingum University" and buttons for "Find" and "Reset".
- Documents:** A section with an "Upload Documents" button in the top right corner. Below the button is a blue box with instructions: "Please click here to determine if documents are required for this application. The following documents may be required for your application. Please check with your school/district, or see our website for application instructions and verification of requirements for your specific licensure request." Below this is a link for "Verification of Military Service - Military Fee Waiver Only". There are two empty boxes for "Application Documents" and "Previously Submitted Documents", both containing the text "No documents to display."
- Required Application Signatures:** A section with a note: "Note: Signature request will be auto filled when you select an Ohio College/University in Educator Preparation Information section above." Below this is a search box labeled "Dean Signature" with the text "063842 - Muskingum University" and buttons for "Find" and "Reset".

Three green arrows point to the "Ohio College or University" radio button, the "Upload Documents" button, and the "Dean Signature" search box.

Required Application Signature:
This will default to the school/university selected above

Application Signature:
Select: Yes or No

Then Pay and Submit Application

The screenshot shows a web browser window with the URL <https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=1810215>. The page is titled "Requested Credentials" and contains several sections:

- Application Documents:** A section with a text box containing "No documents to display."
- Previously Submitted Documents:** A section with a text box containing "No documents to display."
- Required Application Signatures:** A section with a blue header and a note: "Note: Signature request will be auto filled when you select an Ohio College/University in Educator Preparation Information section above." Below this is a search field for "Dean Signature" with "063842 - Muskingum University" entered.
- Applicant Signature:** A section with a blue header and a red text box containing a certification statement: "I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed. I understand that I am responsible for the correctness of this application and that if this application contains false information it may be denied under ORC 3319.31. Additionally, I understand that any false statements on this application or attachments may subject me to criminal prosecution and the loss of my license. I also understand that a background check may be required prior to a license being issued." To the right of this text are "Yes" and "No" radio buttons.

At the bottom of the form are four buttons: "Return to Dashboard", "Save and Exit (Without Submitting)", "Request Additional Credential", and "Pay and Submit Application".

The footer of the page includes contact information for Paolo DeMaria (Superintendent of Public Instruction), the Ohio Department of Education (877-644-6338), and the State Board of Education of Ohio (Tess Eishoff, President). It also includes social media icons and a copyright notice for 2018.

Two green arrows point to the "Pay and Submit Application" button and the "Applicant Signature" section.

Pay and Submit Applications:
\$ Credential Applications Payment:
You have the option to include or not include applications in the payment. These are for applications completed at different times.

Select the **continue** button

The screenshot shows a web browser window with the URL <https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Home>. The page title is "Pay and Submit Applications". The user is logged in as "Stacy Welch".

The modal window displays the following information:

- Credential Applications Payment**
- You have started the following Credential Applications:
- Table with columns: Initiated, Credential(s), and buttons for "Include" and "Do Not Include".
- Row 1: 09/19/2018, 4 Year Resident Educator Multi Age (P-12) License / New In State
- Total Amount Due**
- This amount reflects the total amount due based on your selection(s) and any positive or negative balances in your account. Please submit the amount shown.
- Total Amount Due: \$160.00
- Buttons: Continue, Close

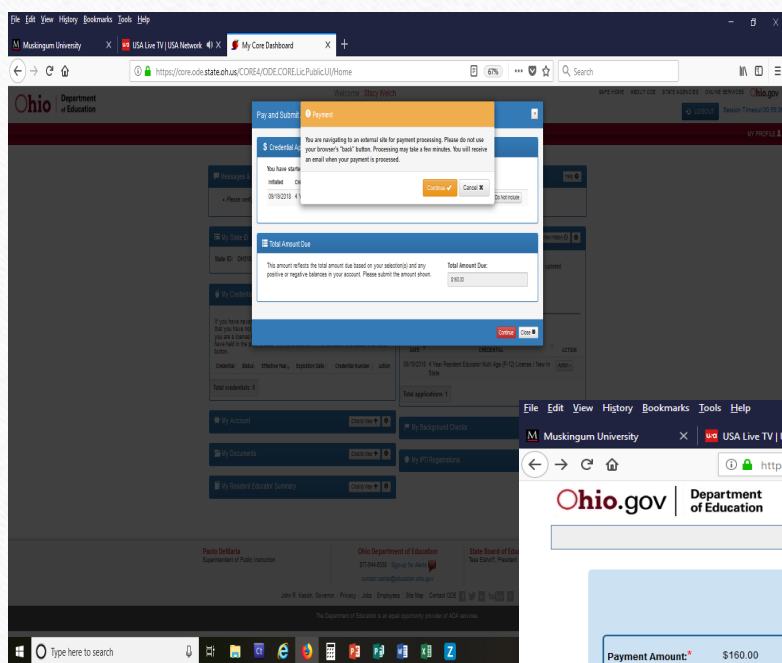
Below the modal, there is a table of applications:

CREDENTIAL	DATE	ACTION
09/19/2018 4 Year Resident Educator Multi Age (P-12) License / New In State		Action

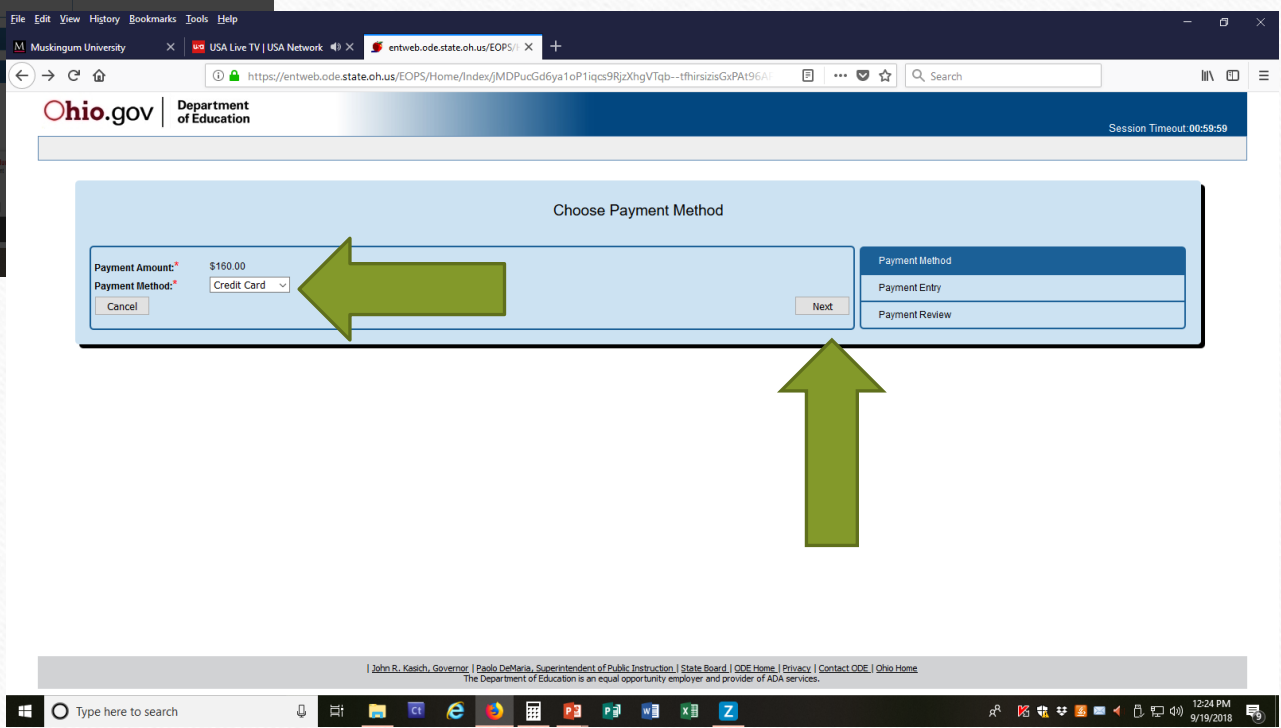
At the bottom of the modal, there is a "Continue" button highlighted with a green arrow.

Payment:

This just states you are going to a different webpage for payment.



Choose Payment Method:
Click on down arrow next to "Payment Method", then select Next.



Enter all Payment Information listed on screen. **Select** continue.

The next screen will provide a statement of payment received. Once you see this, your application has been submitted.

Your application will be listed in the My Applications Status box. There are two sections to the box, submitted applications and Not Yet Submitted Applications*.

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

*if you application appears in this box, you have not submitted the application.

Ohio.gov | Department of Education

Ohio Department of Education - Educator Licensure

Enter Payment Information
Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.
The following link provides information regarding the [card security code](#).

Ohio Department of Education - Educator Licensure Payment Summary
Total: \$160.00

Payment Information

* Credit Card Number: * Credit Card Type:
* Expiration Month: * Expiration Year:
* Card Security Code:

Billing Information

First Name: Middle Name:
* Last Business Name: * Phone:
* Address Line 1: Address Line 2:
* City: * State/Province/Region:
* Zip/Postal Code: Country:
Email: Email Receipt:

John R. Kasich, Governor | Dr. Richard A. Ross, Superintendent of Public Instruction | State Board | ODE Home | Privacy | Contact ODE | Ohio Home
The Department of Education is an equal opportunity employer and provider of ADA services.

2:53 PM 5/17/2017

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