Applying for

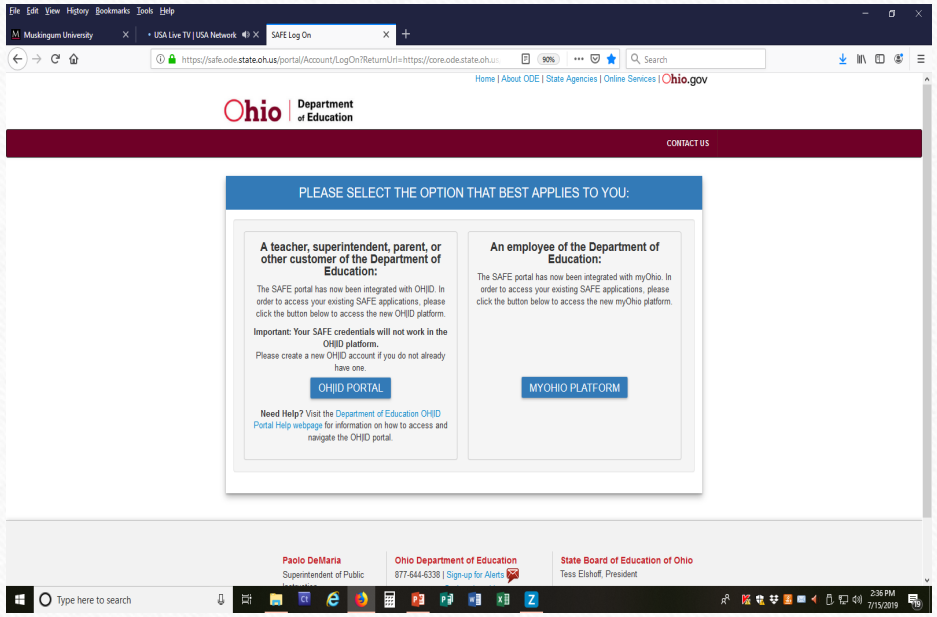
Administrative License

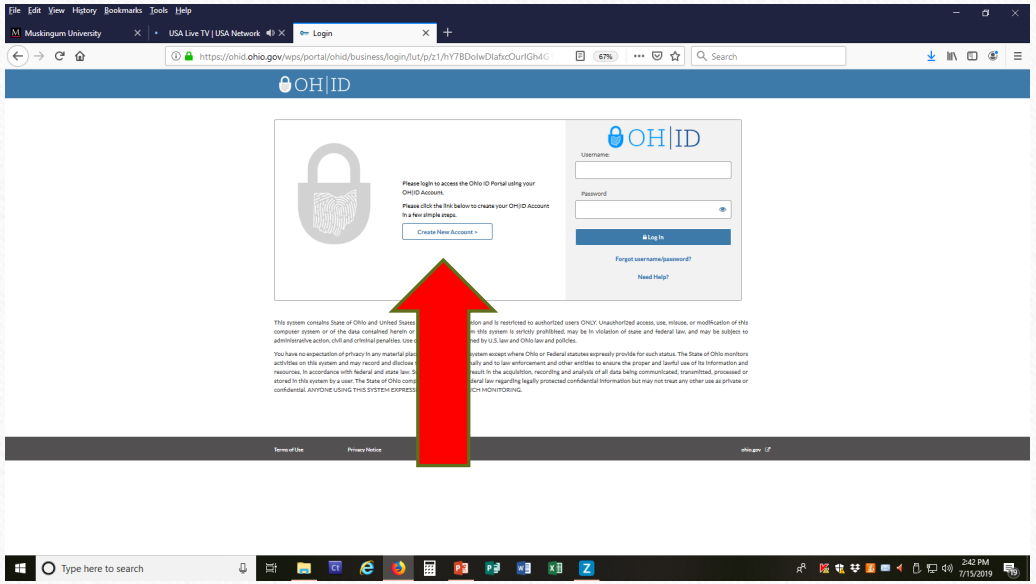
Created by: Stacy Welch

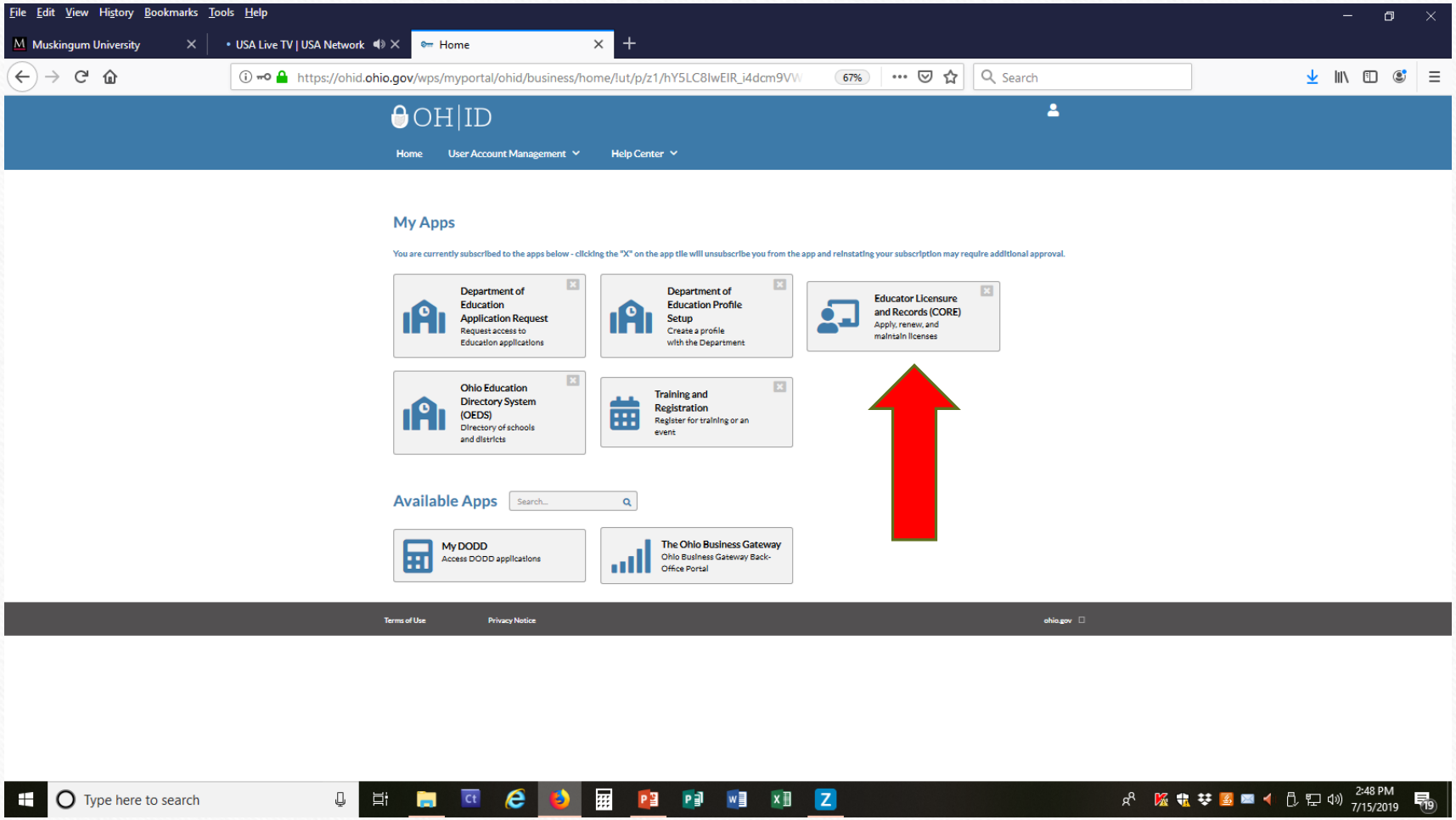
Applying for Licensure

- **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)

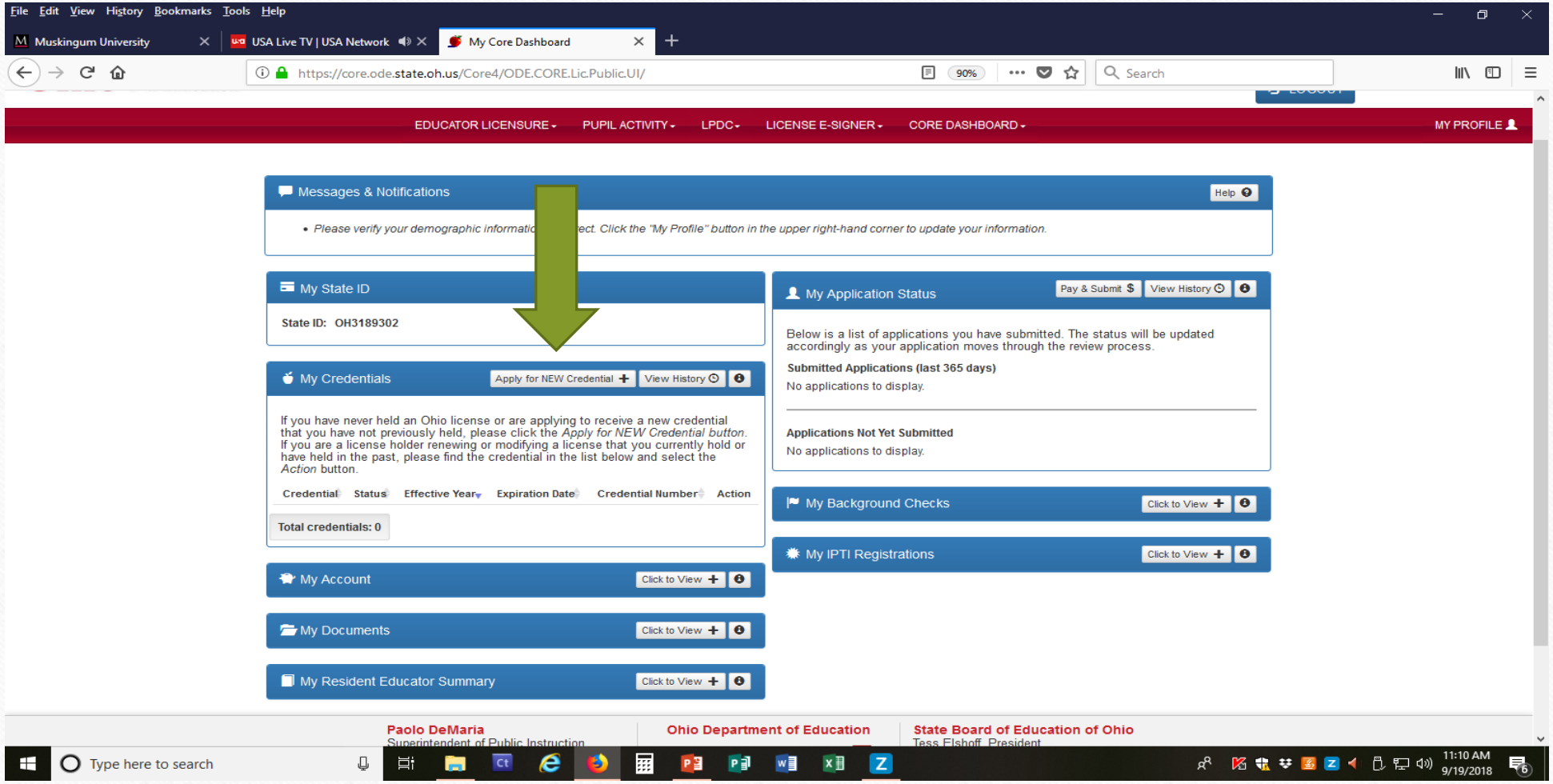
  - Takes you to the options page (below), select OH|ID Portal box. This will take you to the "Login" page (picture on right). Put in your Username and Password, click on Log in box.



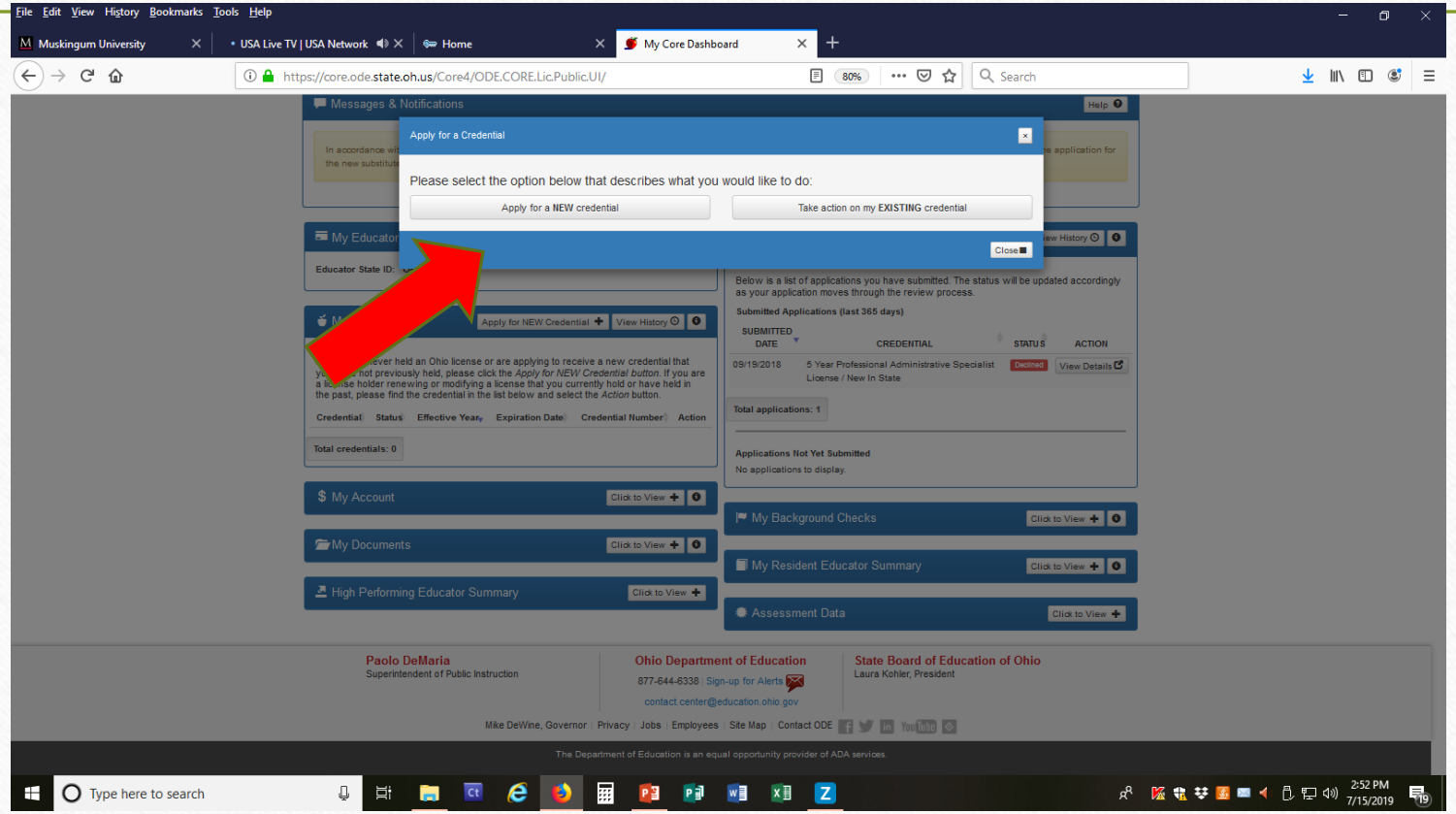




This is the first page of your OH | ID Portal-SAFE account after you are logged in. From the My Apps page, select "Educator Licensure and Records (CORE) app" to begin the application process.

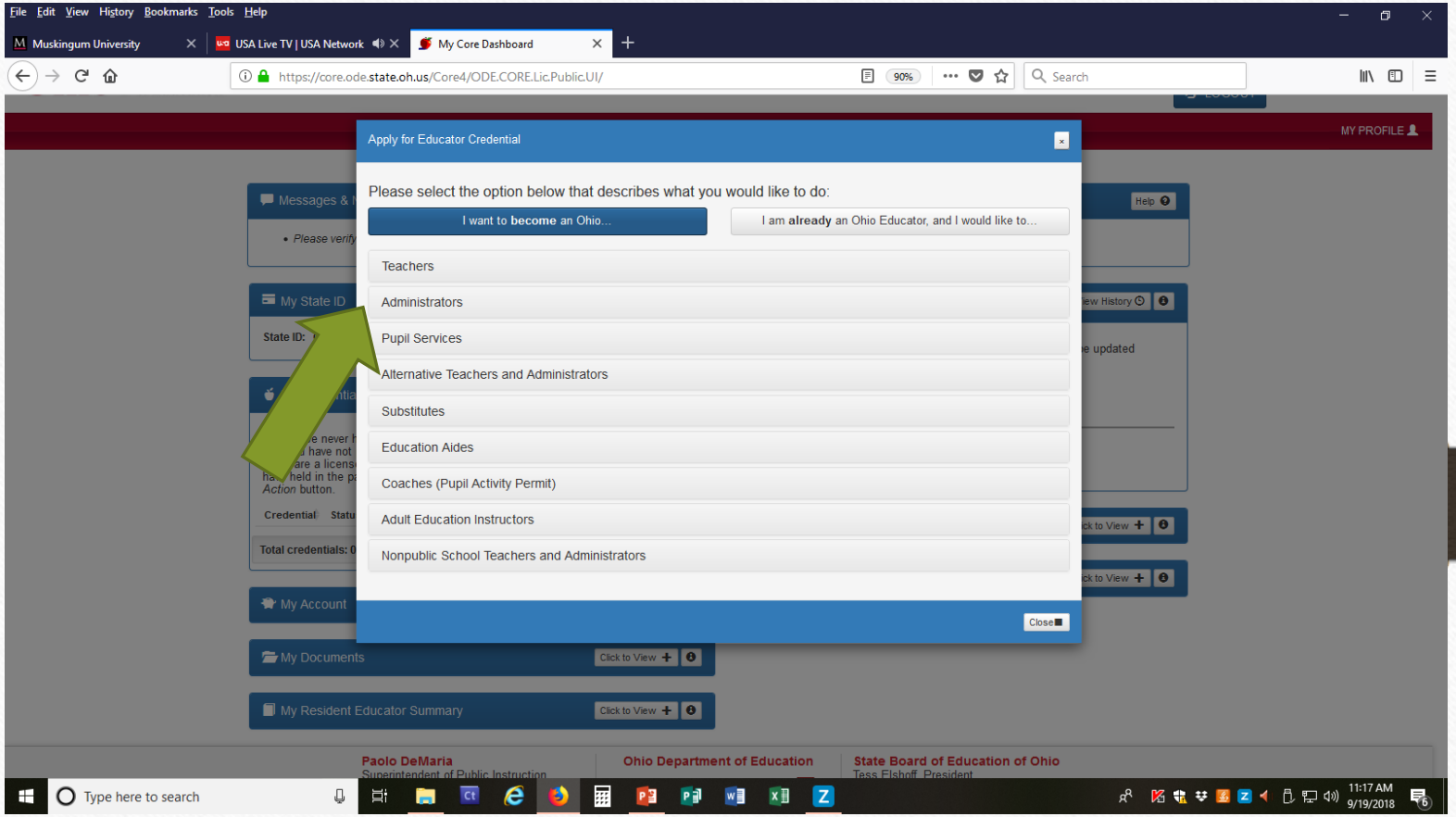


This is the first page of your SAFE account after you are logged in. From the Dashboard, select "Apply for New Credential" to begin the application process.



Select the Apply for a NEW credential box.

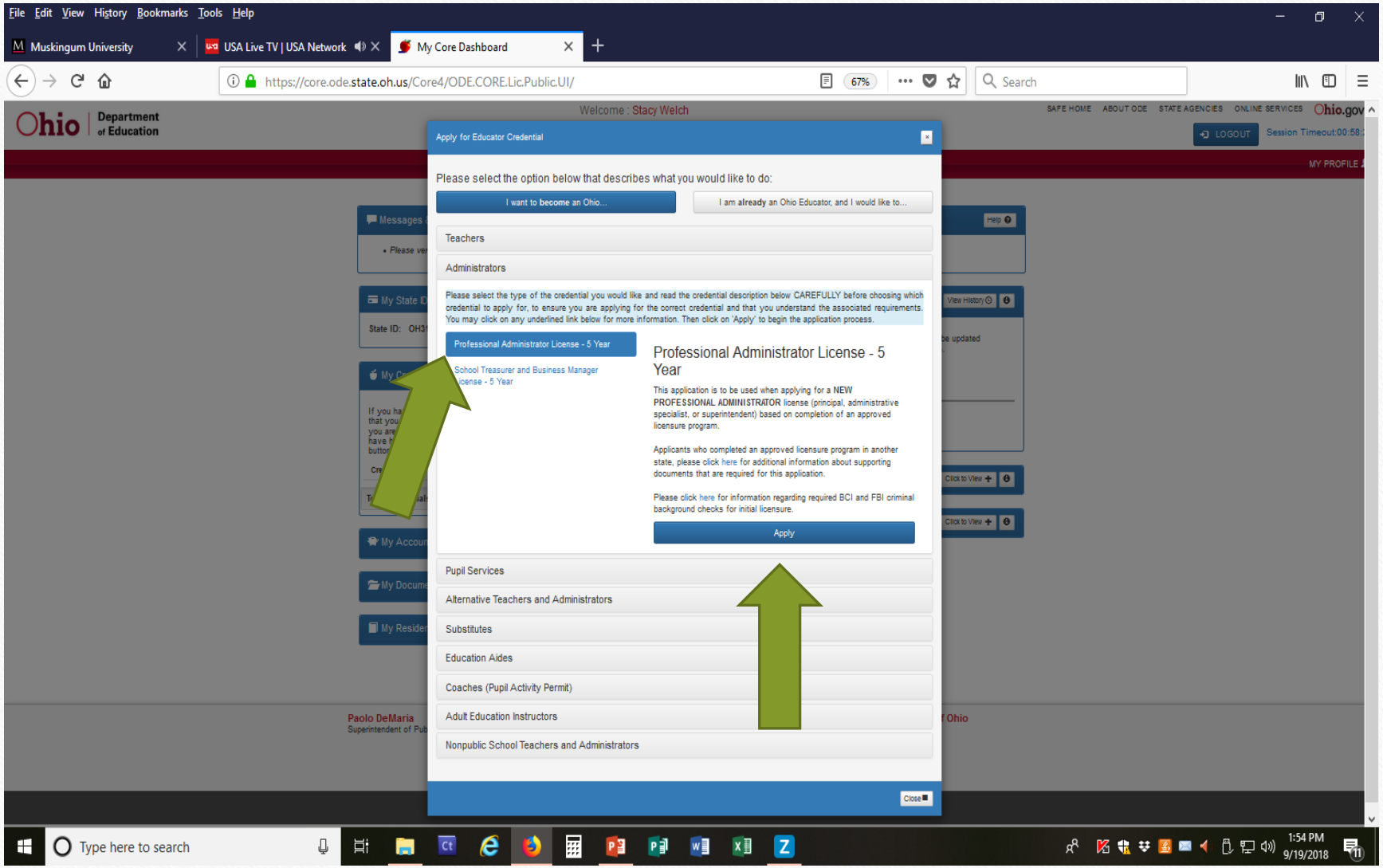
Select “Administrators” from the drop down list.



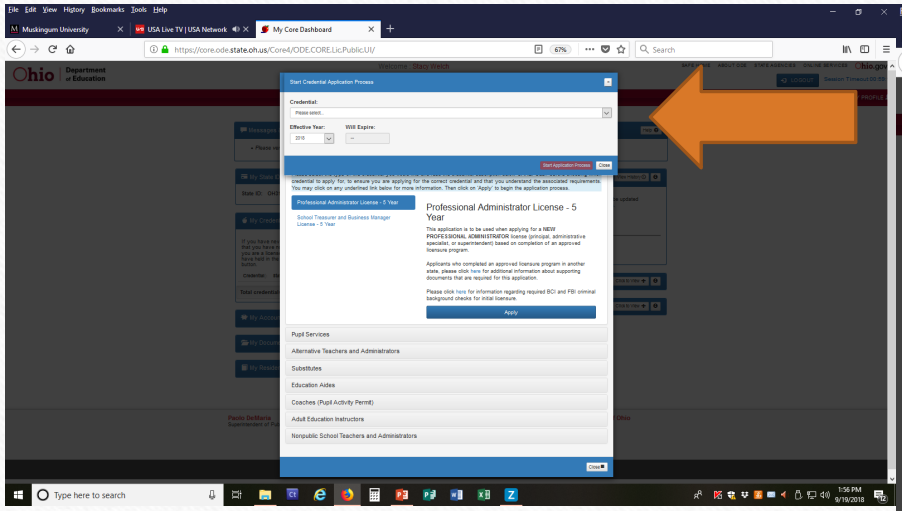
You will select,

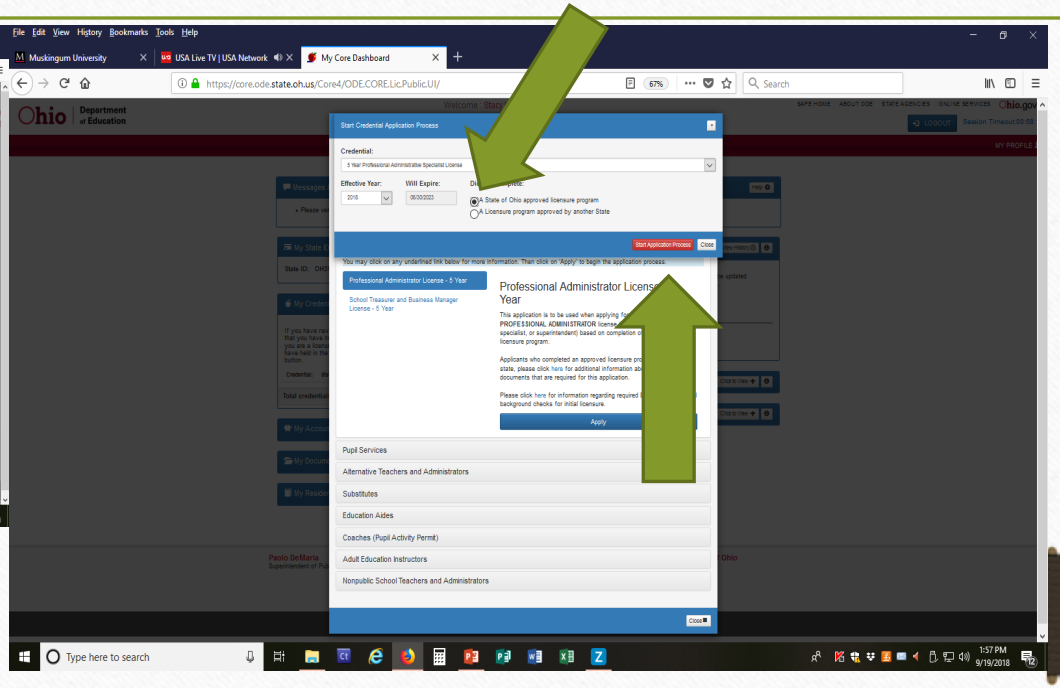
Professional Administrator License

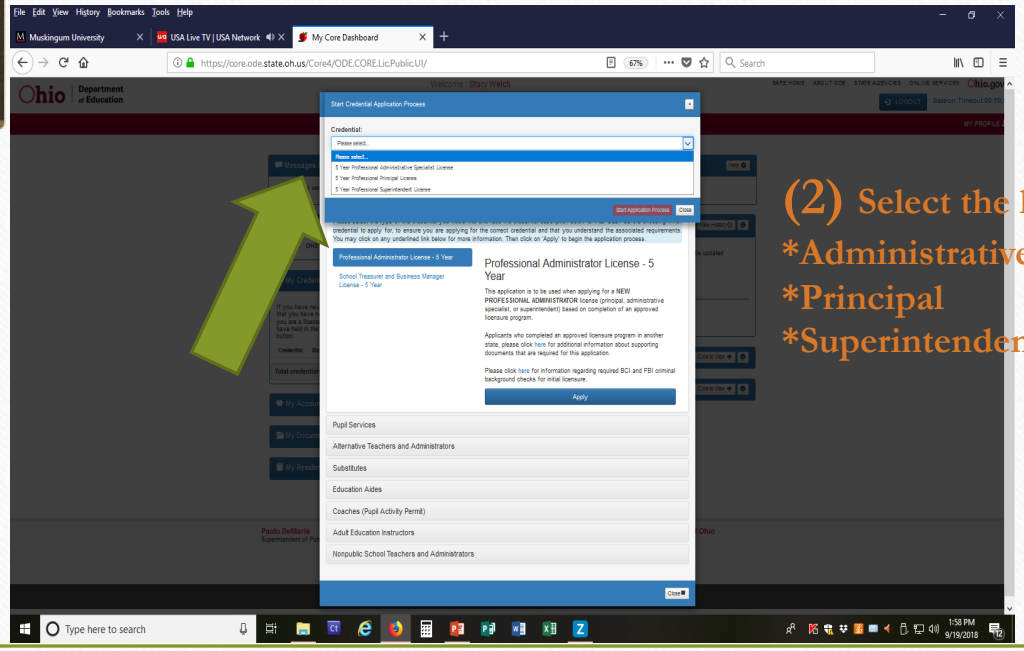
Once this is selected the "apply" button will appear. Select "apply".



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







(2) Select the license type:
*Administrative Specialist
*Principal
*Superintendent

(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.

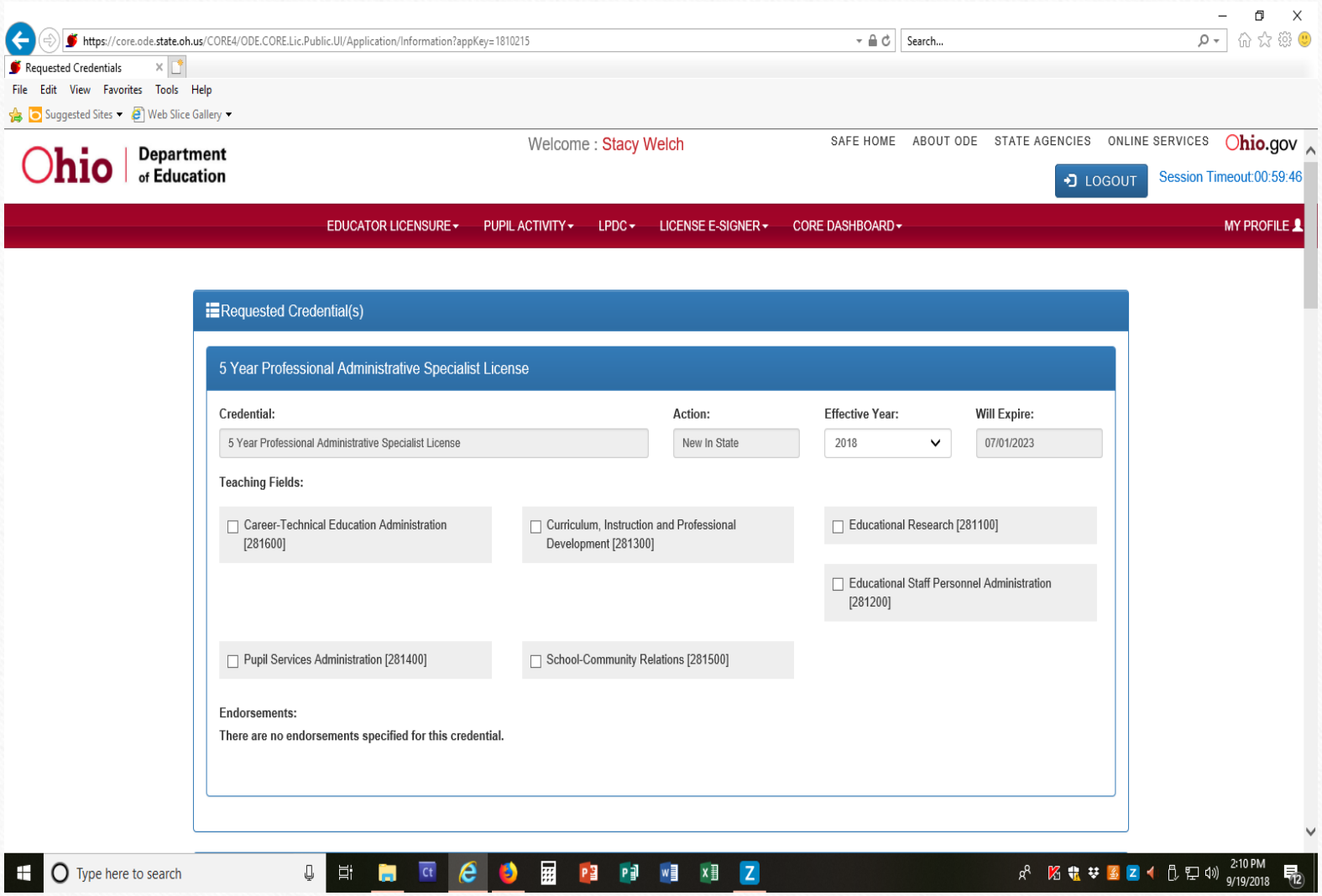
Candidate will need to decide which option best fits his/her situation.

(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.

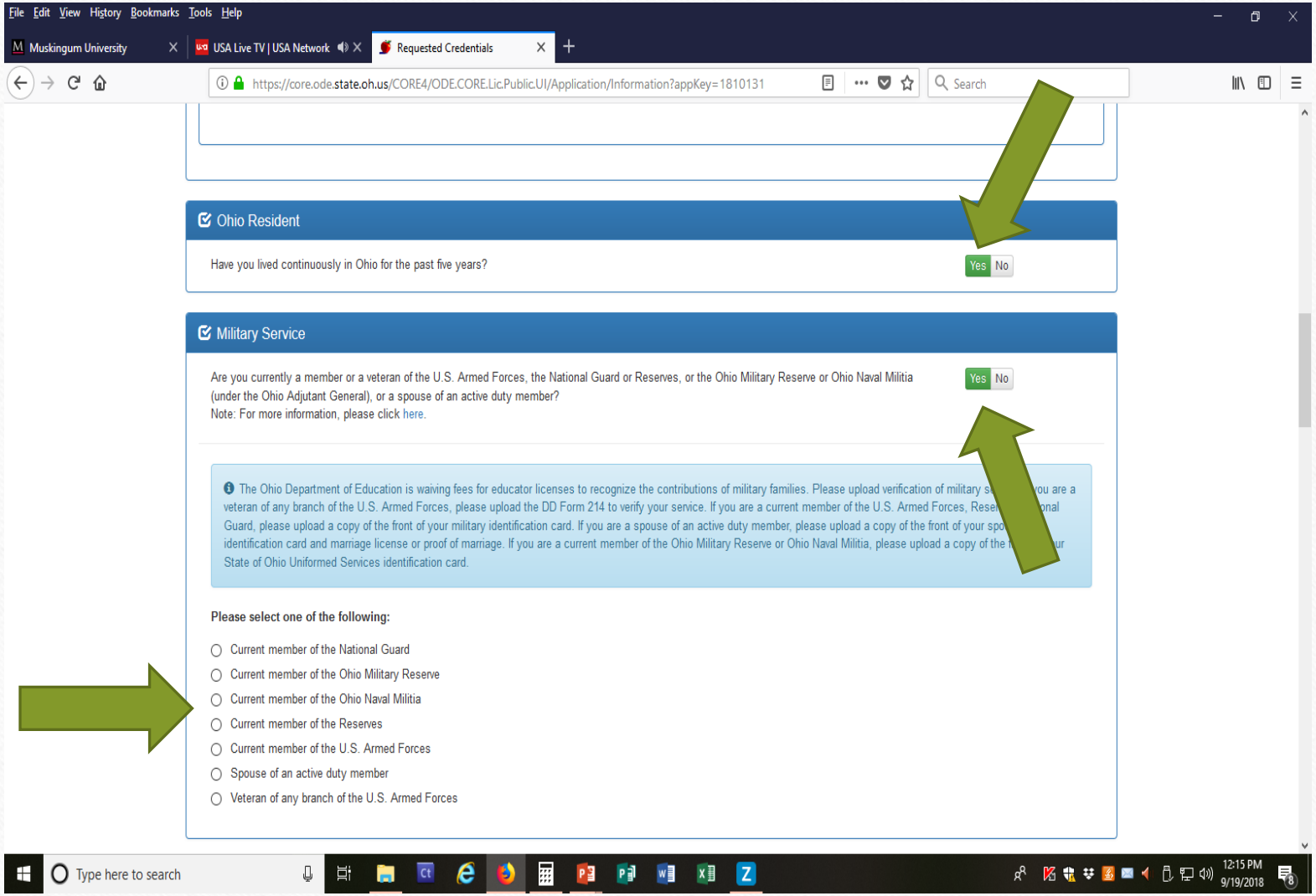
Requested Credential: Depending on the license type you select, will depend on he Teaching Fields provided. Select **ALL** the teaching field(s) applicable.

Endorsements:
This section is not applicable.



Residency: yes or no

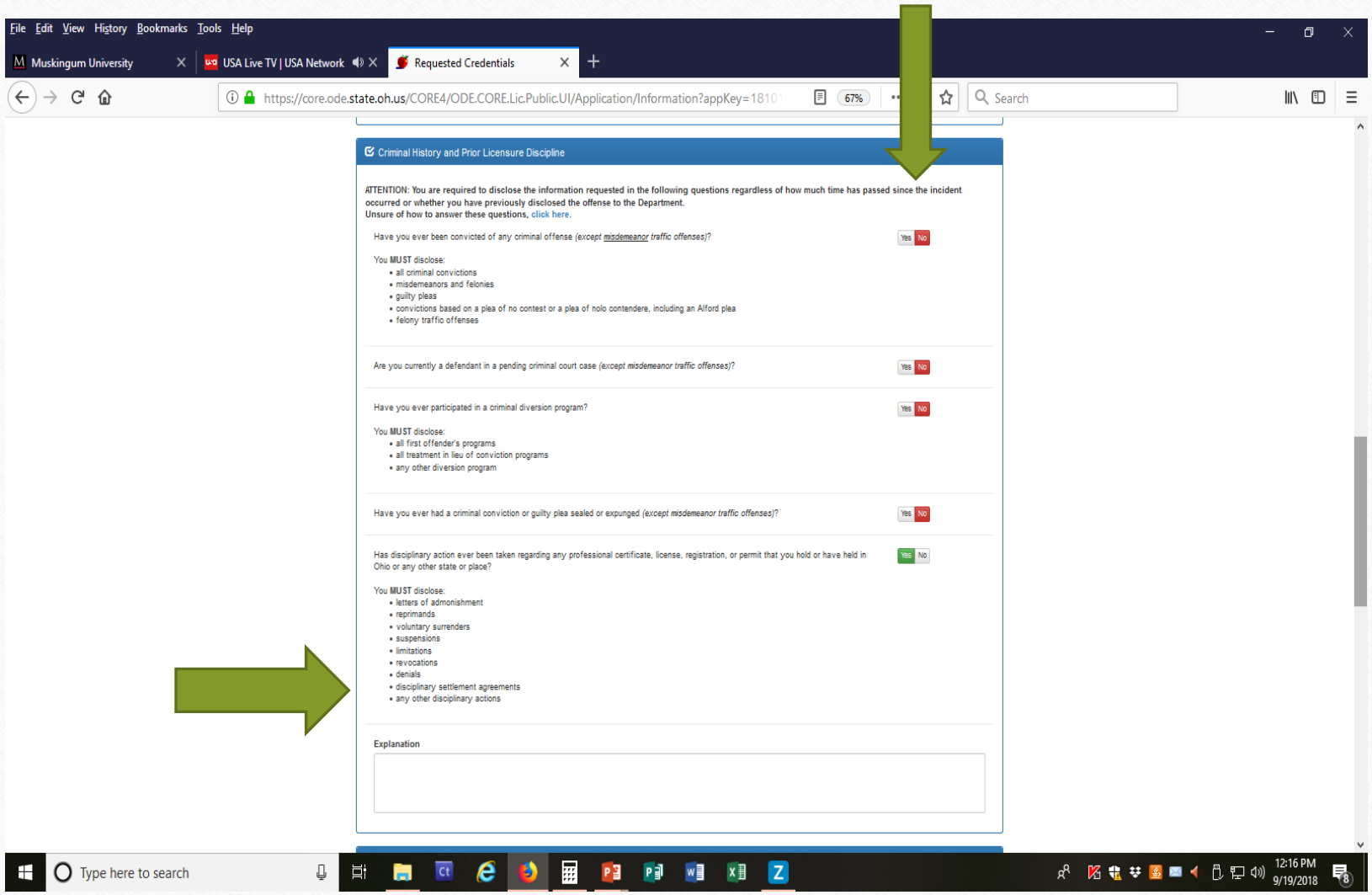
Military Service: yes or no
If you select yes, you will need to respond to the type of military credit.



Criminal History and Prior Licensure Discipline:

Select Yes or No for each question.

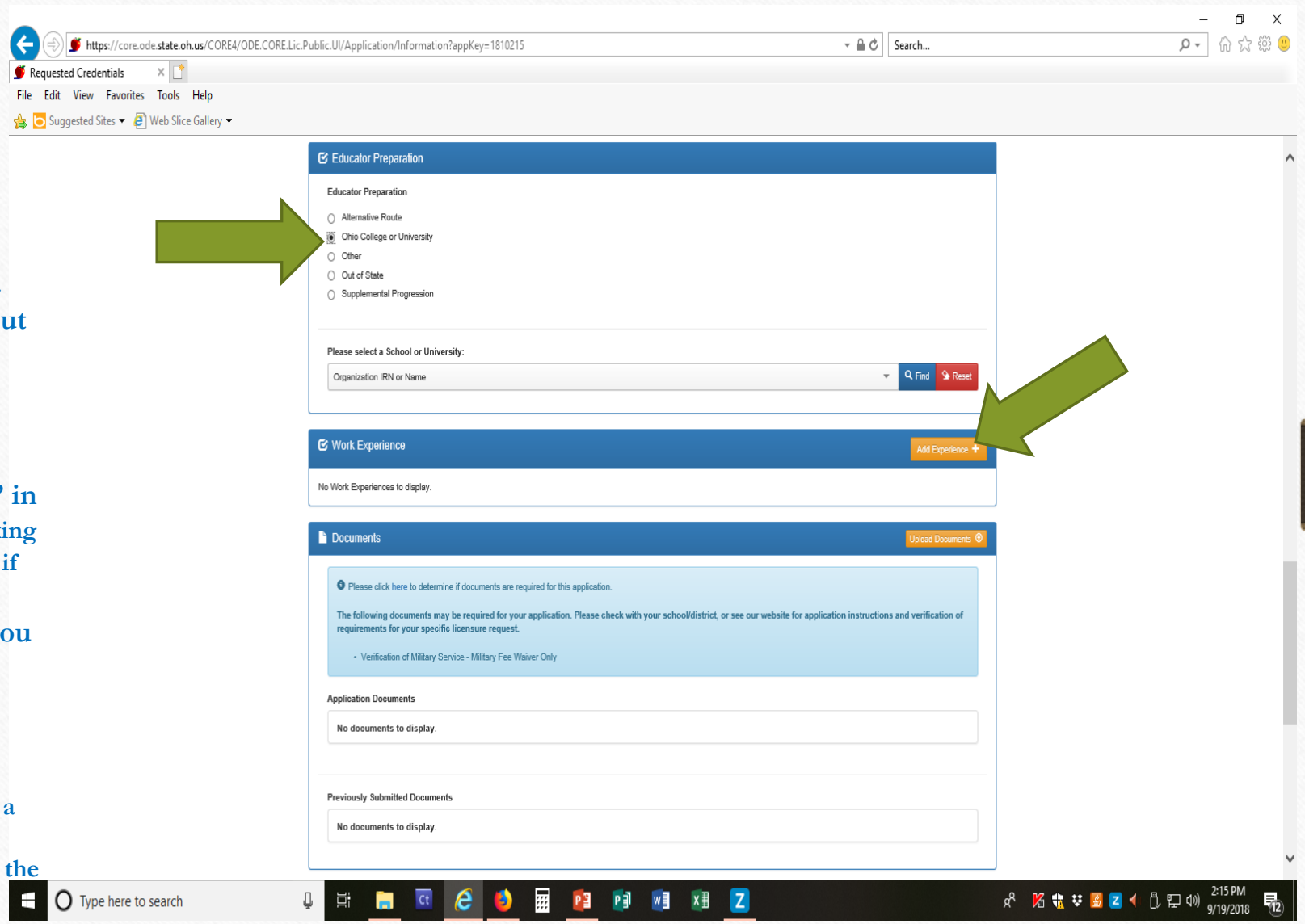
If you select YES for any question, an explanation box will appear at the bottom of the section. Make sure to complete.



Educator Preparation: Select Ohio College or University.
Select School or University: Type in Muskingum University or IRN# 063842 in the box provided.

Work Experience: Once you select the "add experience" button to the right, a box will appear. **NOTE:** you need to put in dates before any school information can be selected or located.

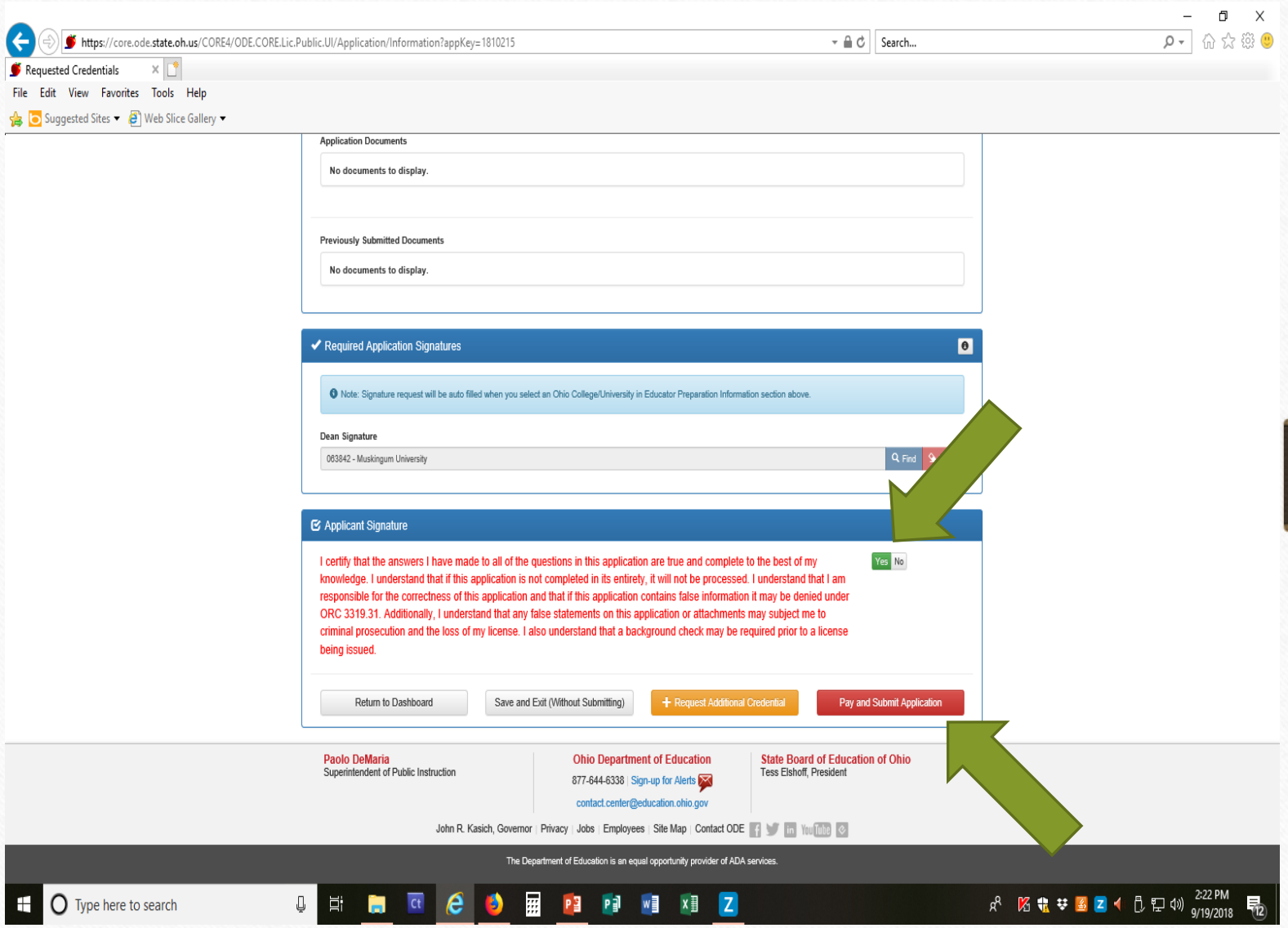
Documents: If you have documents to upload, select the "upload documents" in the right corner. (The system defaults asking for the verification of military service, ignore if you did not answer Yes to this question.) From here another box will open and you will be asked to select a file from your computer. 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

Application Signature:
Select: Yes or No

Then Pay and Submit Application



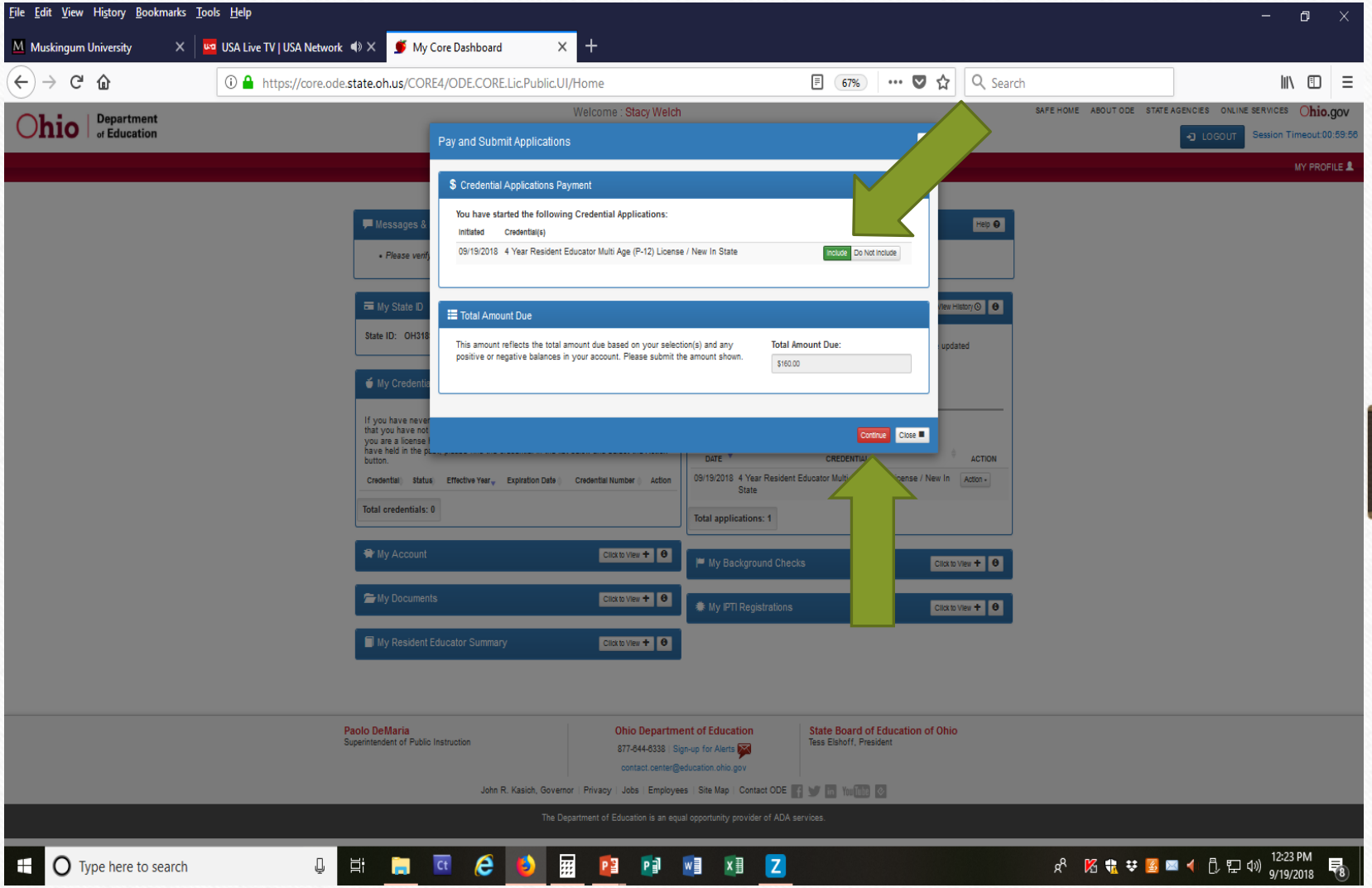
Pay and Submit Applications:

$ Credential Applications Payment:

You have the option to include or not include applications in the payment. These are for applications completed at different times.

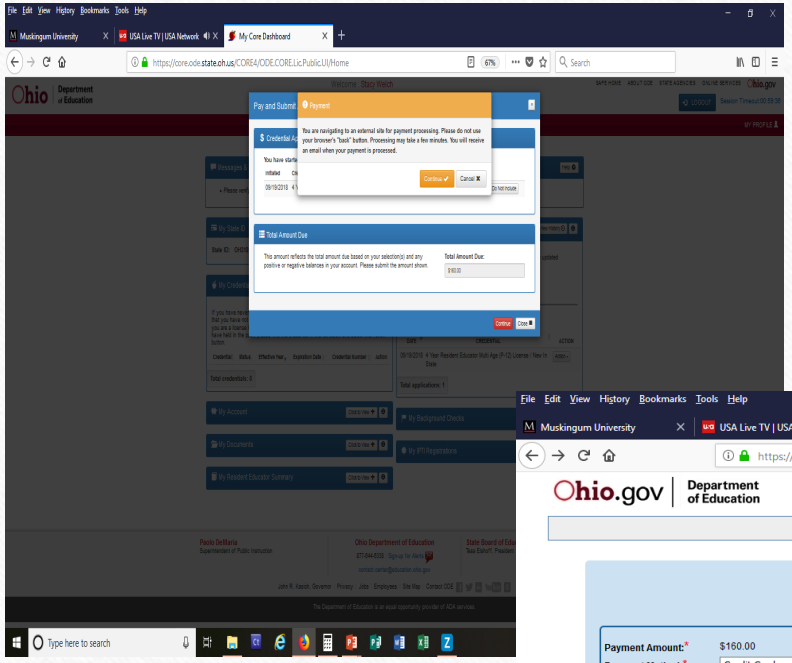
If you are a dual major, both applications, if completed at the same time, will be listed in the same box. Payment will include both applications.

Select the **continue** button



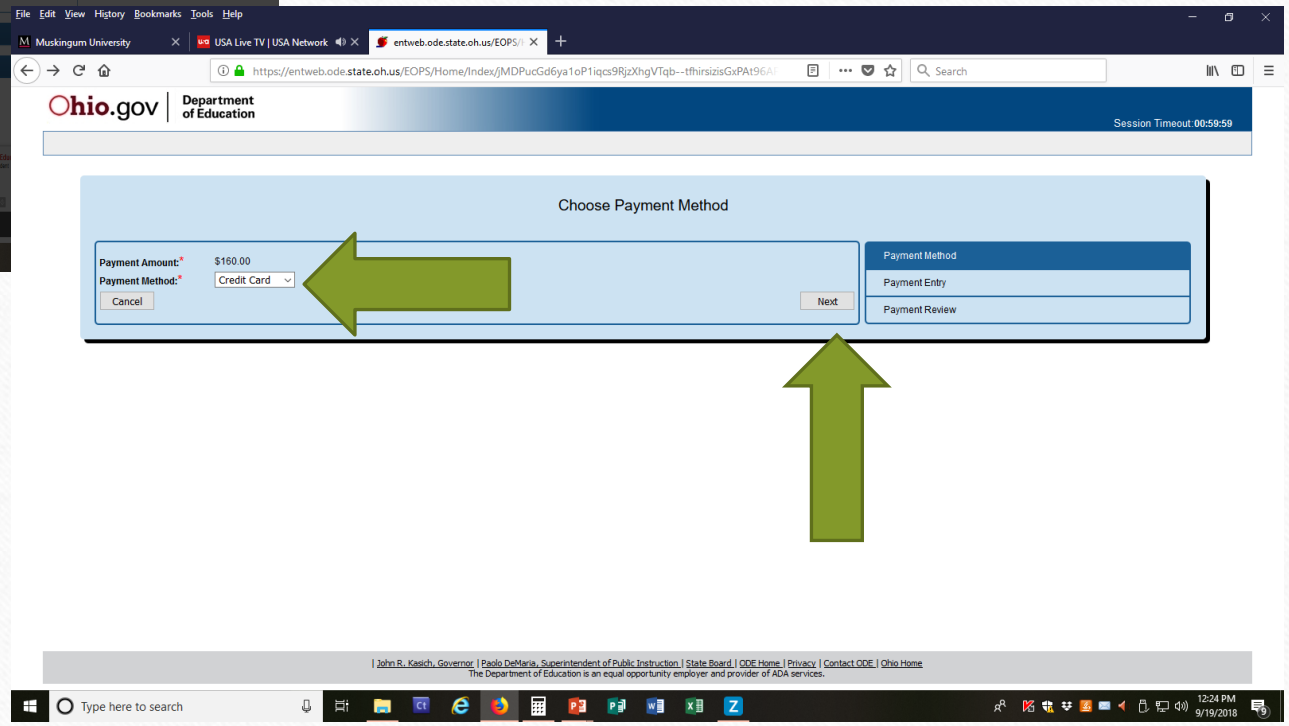
Payment:

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.



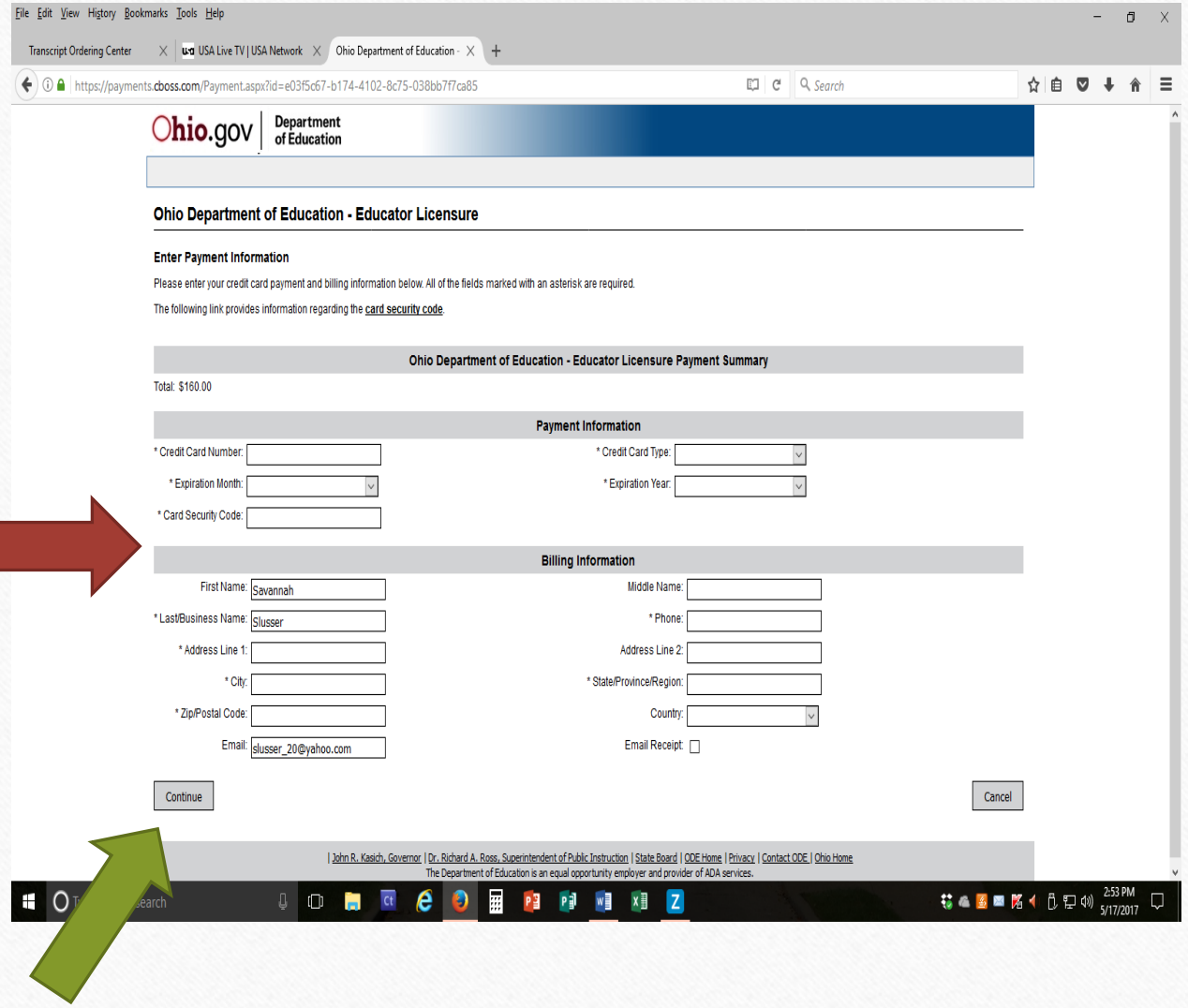
Enter all Payment Information listed on screen. **Select** continue.

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.



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