

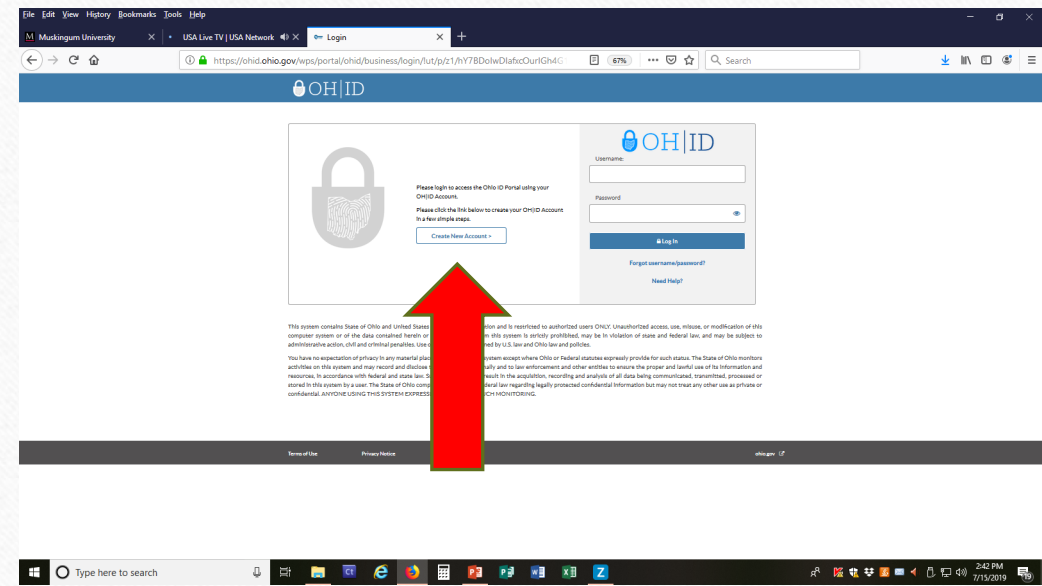
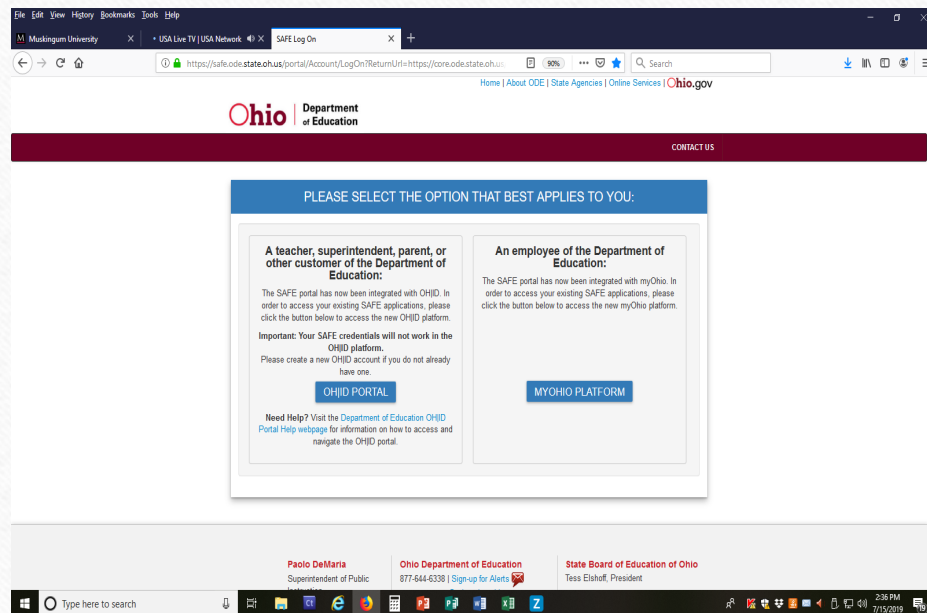
Applying for Administrative License

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.



The screenshot displays a web browser window with the URL https://ohid.ohio.gov/wps/myportal/ohid/business/home/ut/p/z1/hY5LC8lwEIR_i4dcm9VV. 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 with the URL <https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Public.UI/>. The page features a dark red navigation bar with links for EDUCATOR LICENSURE, PUPIL ACTIVITY, LPDC, LICENSE E-SIGNER, CORE DASHBOARD, and MY PROFILE. The main content area is divided into several sections:

- Messages & Notifications:** A message stating, "Please verify your demographic information. 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:** Contains the text: "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 is a table with columns: Credential, Status, Effective Year, Expiration Date, Credential Number, and Action. The total credentials are listed as 0. A green arrow points to the "Apply for NEW Credential" button.
- My Application Status:** Includes buttons for "Pay & Submit" and "View History". It states: "Below is a list of applications you have submitted. The status will be updated accordingly as your application moves through the review process." It shows "Submitted Applications (last 365 days)" and "Applications Not Yet Submitted", both with "No applications to display."
- My Account, My Documents, My Resident Educator Summary:** Each section has a "Click to View" button.
- My Background Checks:** Has a "Click to View" button.
- My IPTI Registrations:** Has a "Click to View" button.

At the bottom of the page, there are logos 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 and various application icons, with the system clock displaying 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

Close

My Educator

Educator State ID: [redacted]

Apply for NEW Credential View History

Below is a list of applications you have submitted. The status will be updated accordingly as your application moves through the review process.

Submitted Applications (last 365 days)

| SUBMITTED DATE | 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.

Select "Administrators"
from the drop down list.

The screenshot shows a web browser window with the URL <https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Public.UI/>. The page title is "My Core Dashboard". A modal dialog box titled "Apply for Educator Credential" is open, displaying the following text: "Please select the option below that describes what you would like to do:". Below this text are two buttons: "I want to become an Ohio..." and "I am already an Ohio Educator, and I would like to...". A dropdown menu is open, listing the following options: Teachers, Administrators, Pupil Services, Alternative Teachers and Administrators, Substitutes, Education Aides, Coaches (Pupil Activity Permit), Adult Education instructors, and Nonpublic School Teachers and Administrators. A green arrow points to the "Administrators" option in the dropdown menu. The background of the dashboard shows various navigation links like "Messages & Notifications", "My State ID", "My Account", "My Documents", and "My Resident Educator Summary". The footer of the page includes the names of the Superintendent of Public Instruction (Paolo DeMaria) and the President of the State Board of Education of Ohio (Tess Fishhoff). The Windows taskbar at the bottom shows the time as 11:17 AM on 9/19/2018.

You will select,

Professional Administrator License

Once this is selected the “apply” button will appear. Select “apply”.

The screenshot shows a web browser window with the URL <https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Public.UI/>. The page title is "Apply for Educator Credential". The user is logged in as "Stacy Welch". The dialog box contains the following text:

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

I want to become an Ohio... I am already an Ohio Educator, and I would like to...

Teachers

Administrators

Please select the type of the credential you would like and read the credential description below CAREFULLY before choosing which credential to apply for, to ensure you are applying for the correct credential and that you understand the associated requirements. You may click on any underlined link below for more information. Then click on 'Apply' to begin the application process.

Professional Administrator License - 5 Year

School Treasurer and Business Manager License - 5 Year

This application is to be used when applying for a NEW PROFESSIONAL ADMINISTRATOR license (principal, administrative specialist, or superintendent) based on completion of an approved licensure program.

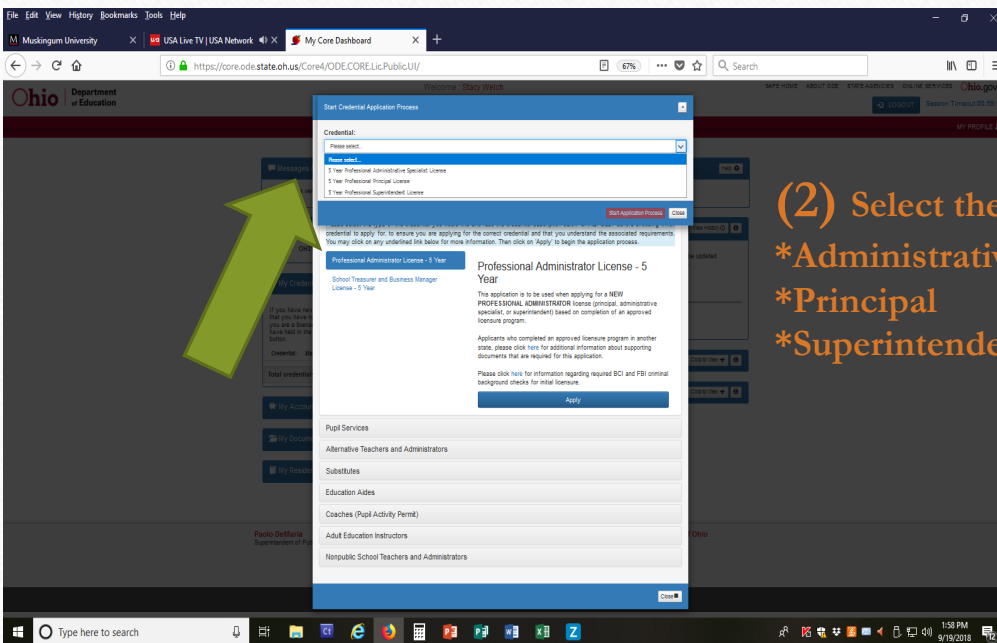
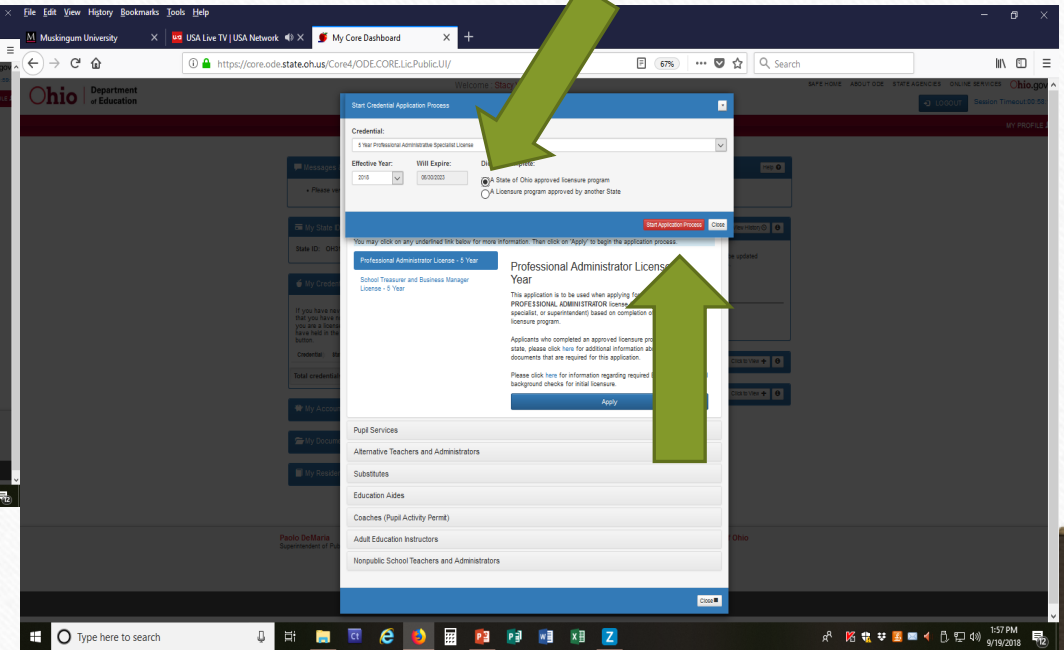
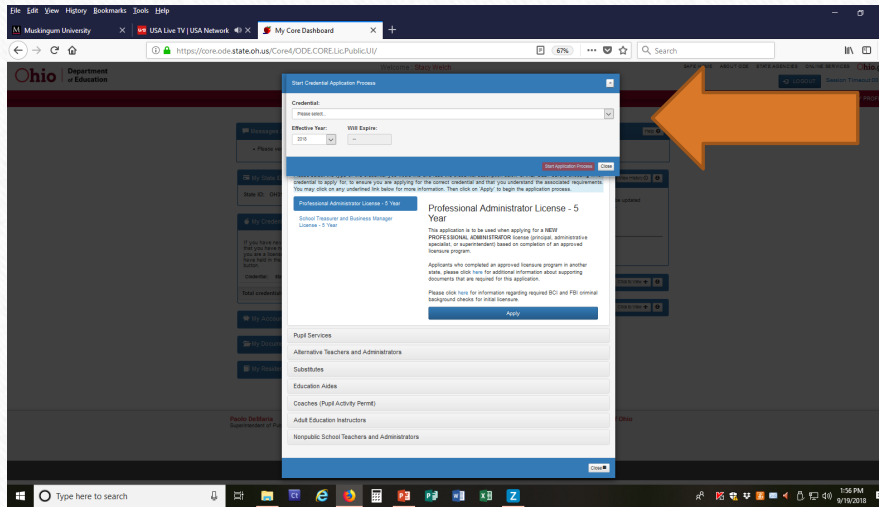
Applicants who completed an approved licensure program in another state, please click [here](#) for additional information about supporting documents that are required for this application.

Please click [here](#) for information regarding required BCI and FBI criminal background checks for initial licensure.

Apply

The dialog box also lists other credential categories: Pupil Services, Alternative Teachers and Administrators, Substitutes, Education Aides, Coaches (Pupil Activity Permit), Adult Education Instructors, and Nonpublic School Teachers and Administrators.

(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 the Teaching Fields provided. Select **ALL** the teaching field(s) applicable.

Endorsements:
This section is not applicable.

The screenshot shows a web browser window displaying the Ohio Department of Education's 'Requested Credential(s)' application page. The browser address bar shows the URL: <https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=1810215>. The page header includes the Ohio Department of Education logo, a welcome message for 'Stacy Welch', and navigation links for 'SAFE HOME', 'ABOUT ODE', 'STATE AGENCIES', 'ONLINE SERVICES', and 'Ohio.gov'. A 'LOGOUT' button and 'Session Timeout: 00:59:46' are also visible. The main navigation bar contains links for 'EDUCATOR LICENSURE', 'PUPIL ACTIVITY', 'LPDC', 'LICENSE E-SIGNER', 'CORE DASHBOARD', and 'MY PROFILE'. The central content area is titled 'Requested Credential(s)' and features a form for a '5 Year Professional Administrative Specialist License'. The form includes fields for 'Credential:' (5 Year Professional Administrative Specialist License), 'Action:' (New In State), 'Effective Year:' (2018), and 'Will Expire:' (07/01/2023). Below these fields is a 'Teaching Fields:' section with six checkboxes: Career-Technical Education Administration [281600], Curriculum, Instruction and Professional Development [281300], Educational Research [281100], Educational Staff Personnel Administration [281200], Pupil Services Administration [281400], and School-Community Relations [281500]. An 'Endorsements:' section at the bottom states: 'There are no endorsements specified for this credential.' The Windows taskbar at the bottom shows the time as 2:10 PM on 9/19/2018.

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.

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.

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 has a menu with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu are "Suggested Sites" and "Web Slice Gallery".

The main content area is divided into three sections:

- Educator Preparation:** This section has a title bar with a checkmark icon. Below it, there are radio buttons for "Alternative Route", "Ohio College or University" (which is selected), "Other", "Out of State", and "Supplemental Progression". Below these is a text input field labeled "Please select a School or University:" with a search icon and a "Reset" button. A green arrow points to the "Ohio College or University" radio button.
- Work Experience:** This section has a title bar with a checkmark icon and an "Add Experience +" button. Below it, it says "No Work Experiences to display." A green arrow points to the "Add Experience +" button.
- Documents:** This section has a title bar with a document icon and an "Upload Documents" button. Below it, there is a light blue box with a message: "Please click here to determine if documents are required for this application." Below this is a list of required documents: "Verification of Military Service - Military Fee Waiver Only". There are two sections for "Application Documents" and "Previously Submitted Documents", both showing "No documents to display."

The Windows taskbar at the bottom shows the search bar, task view, and several application icons including File Explorer, Edge, Chrome, and various office applications. The system tray shows the date and time as 2:15 PM on 9/19/2018.

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 box with the text "No documents to display."
- Previously Submitted Documents:** A box with the text "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, a search bar shows "063842 - Muskingum University".
- Applicant Signature:** A section with a blue header and a red text block: "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 area, there are four buttons: "Return to Dashboard", "Save and Exit (Without Submitting)", "Request Additional Credential", and "Pay and Submit Application". A large green arrow points to the "Pay and Submit Application" button. Another green arrow points to the "Applicant Signature" section.

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 Windows taskbar at the bottom showing the time as 2:22 PM on 9/19/2018.

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

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 main content area displays a modal window titled "Pay and Submit Applications". Inside this modal, there is a section for "Credential Applications Payment" with the following table:

| Initiated | Credential(s) | |
|------------|--|--|
| 09/19/2018 | 4 Year Resident Educator Multi Age (P-12) License / New In State | <input type="checkbox"/> Include <input type="checkbox"/> Do Not Include |

Below the table is a "Total Amount Due" section:

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.

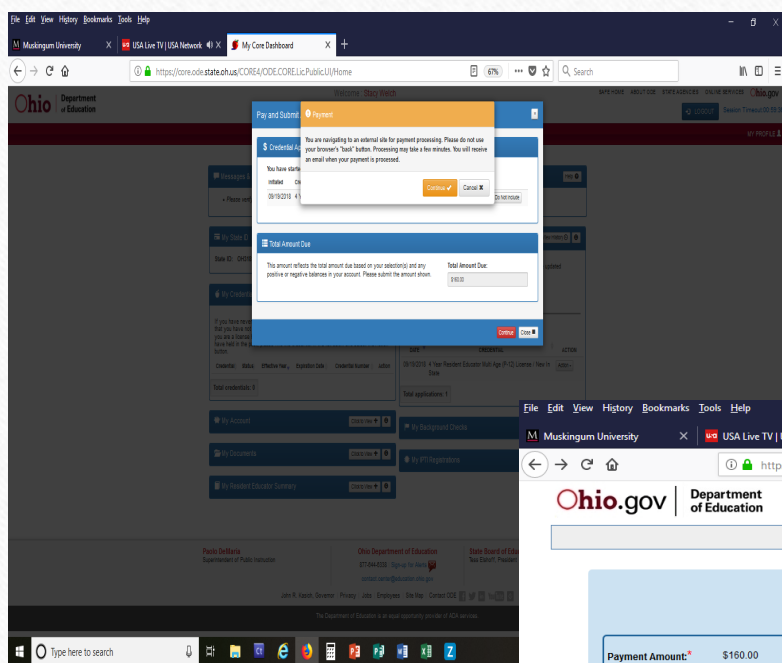
Total Amount Due: \$160.00

At the bottom of the modal, there are two buttons: "Continue" and "Close". A green arrow points to the "Continue" button.

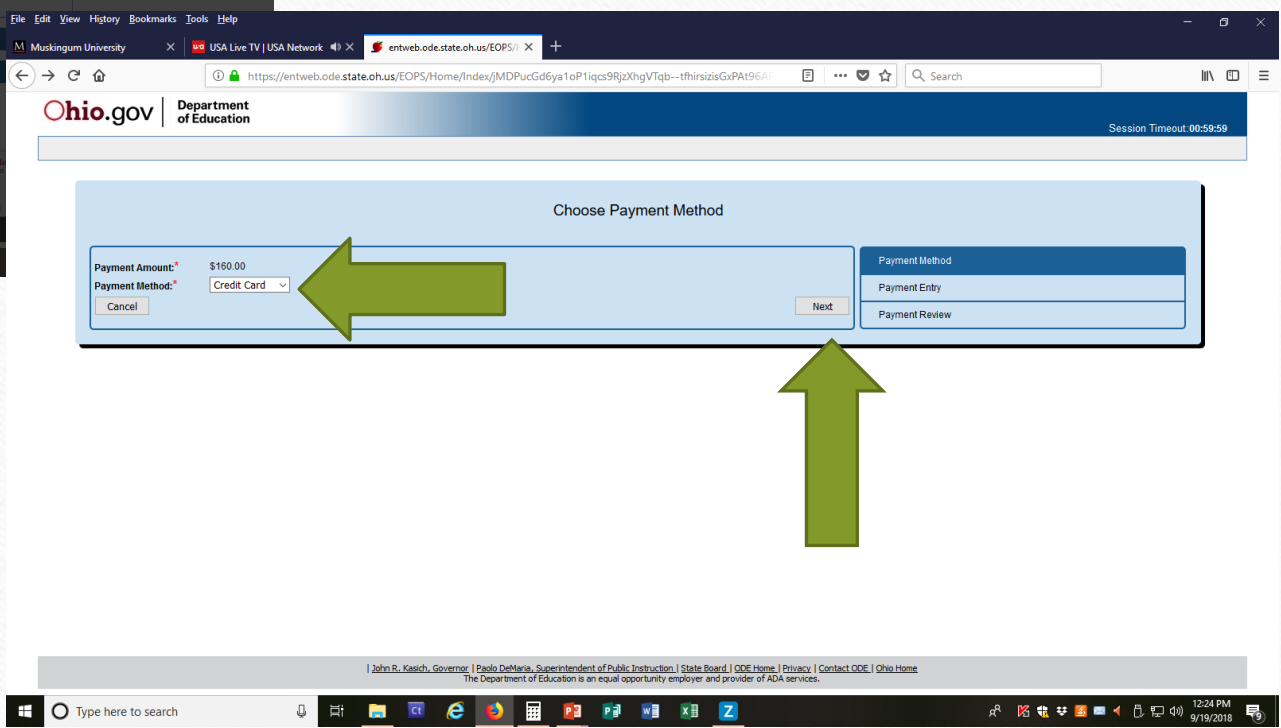
The background of the page shows a sidebar with navigation options like "Messages & Notifications", "My State ID", "My Credentials", "My Account", "My Documents", and "My Resident Educator Summary". The footer contains contact information for the Ohio Department of Education and the State Board of Education of Ohio.

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.

The screenshot shows a web browser window with the URL <https://payments.cboss.com/Payment.aspx?Id=e03f5c67-b174-4102-8c75-038bb7f7ca85>. The page header includes the Ohio.gov logo and the text "Department of Education". The main heading is "Ohio Department of Education - Educator Licensure". Below this, there is a section titled "Enter Payment Information" with the instruction: "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](#)." A "Payment Summary" section shows a total of \$160.00. The "Payment Information" section contains fields for Credit Card Number, Expiration Month, Card Security Code, Credit Card Type, and Expiration Year. The "Billing Information" section contains fields for First Name, Last Business Name, Address Line 1, City, Zip/Postal Code, Email, Middle Name, Phone, Address Line 2, State/Province/Region, and Country. There are "Continue" and "Cancel" buttons at the bottom of the form. A red arrow points to the "Continue" button, and a green arrow points to the "Cancel" button. The footer includes contact information for John R. Kasich, Governor, and Dr. Richard A. Ross, Superintendent of Public Instruction, along with a note that the Department of Education is an equal opportunity employer and provider of ADA services. The system tray shows the date and time as 5/17/2017, 2:53 PM.

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