

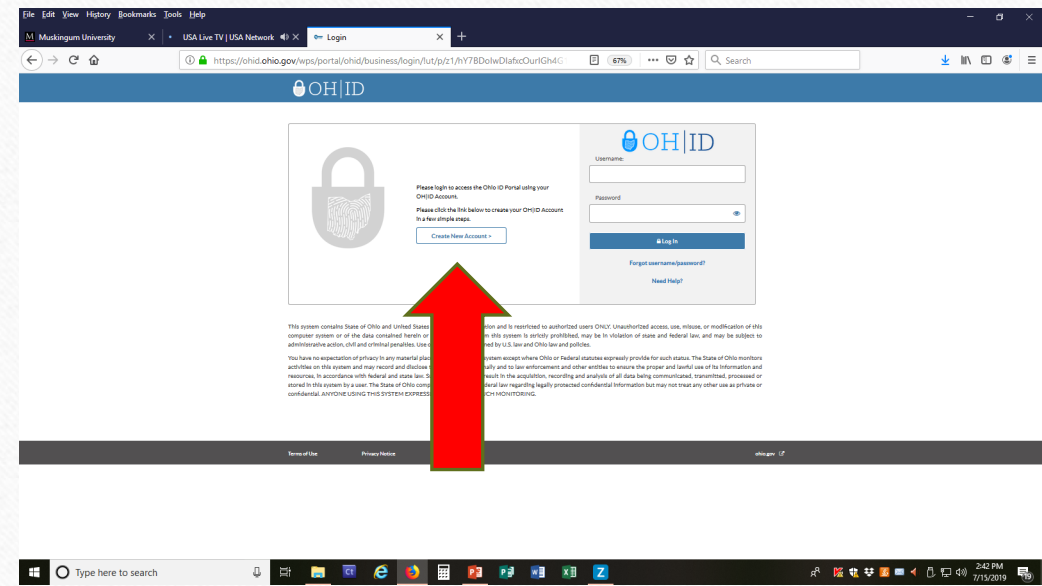
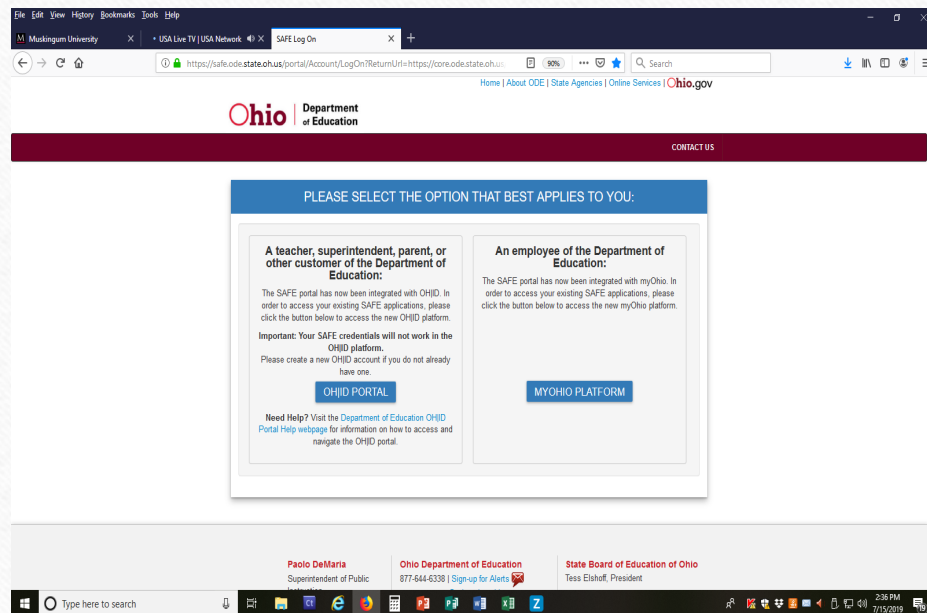
Applying for Initial Licensure

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. Below the navigation bar is a Messages & Notification section with a message: "Please verify your demographic information is correct. Click the 'My Profile' button in the upper right-hand corner to update your information." The main content area is divided into several sections: My State ID (State ID: OH3189302), My Credentials (with an "Apply for NEW Credential" button highlighted by a red arrow), My Application Status (Submitted Applications and Applications Not Yet Submitted), My Background Checks, My IPTI Registrations, My Account, My Documents, and My Resident Educator Summary. The footer includes the names of the Superintendent of Public Instruction (Paolo DeMaria) and the President of the State Board of Education of Ohio (Tess Fishoff). 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.

Select the “Apply for NEW Credential” box.

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

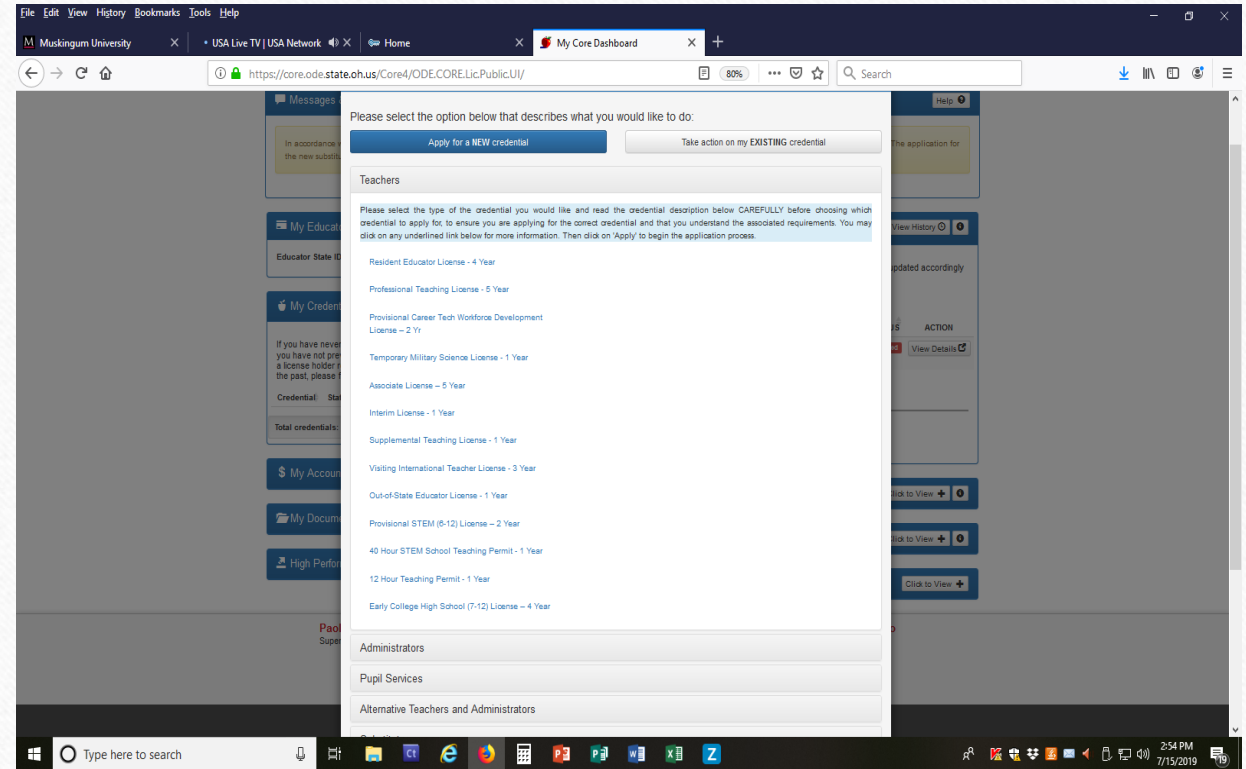
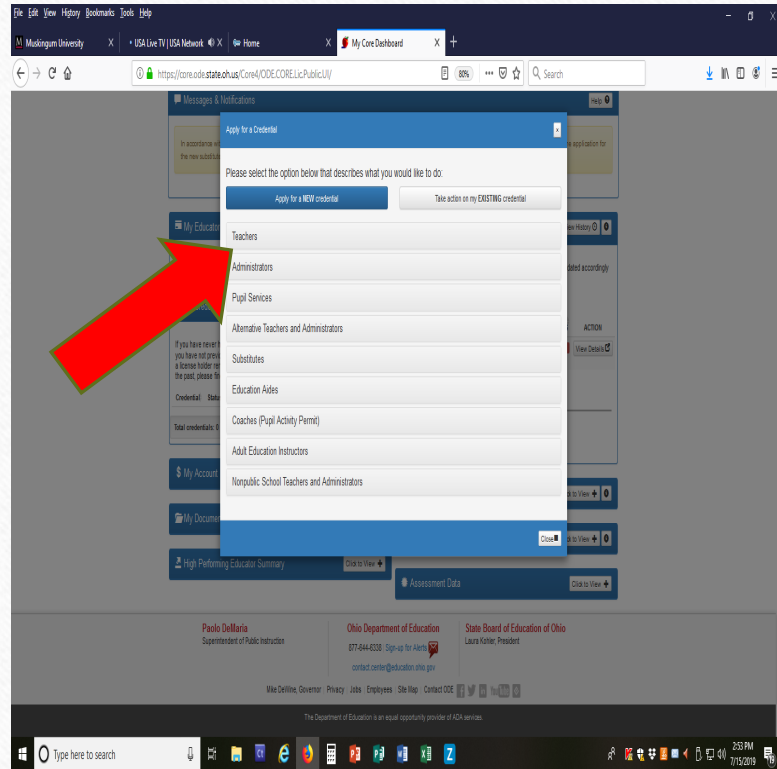
State Board of Education of Ohio
Laura Kohler, President

Mike DeWine, Governor Privacy Jobs Employees Site Map Contact ODE

Type here to search

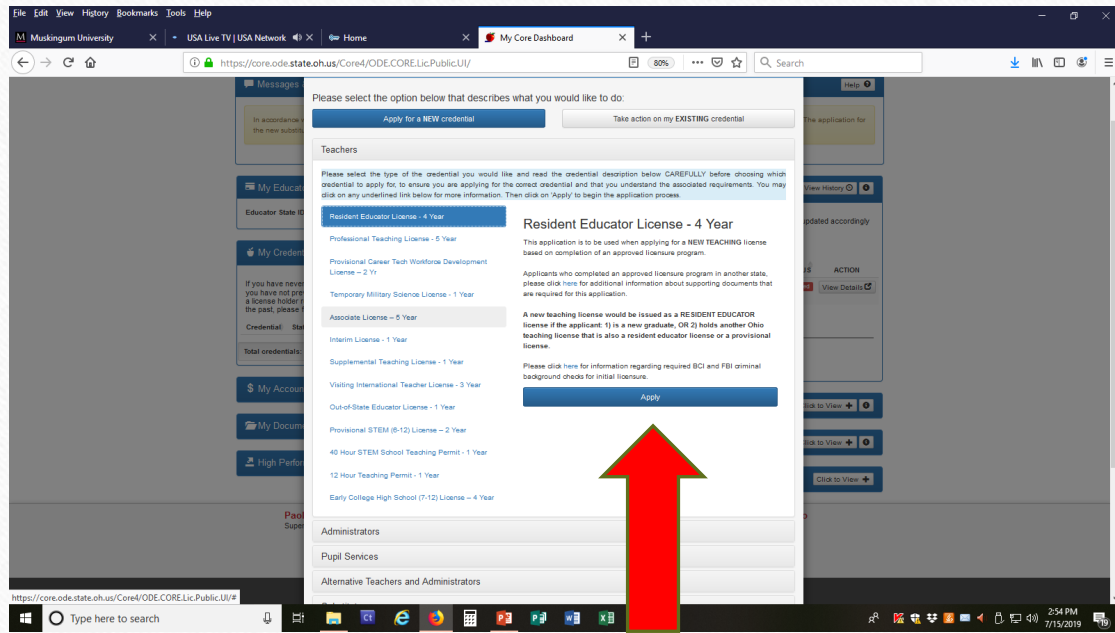
2:52 PM 7/15/2019

Select the Apply for a NEW credential box.

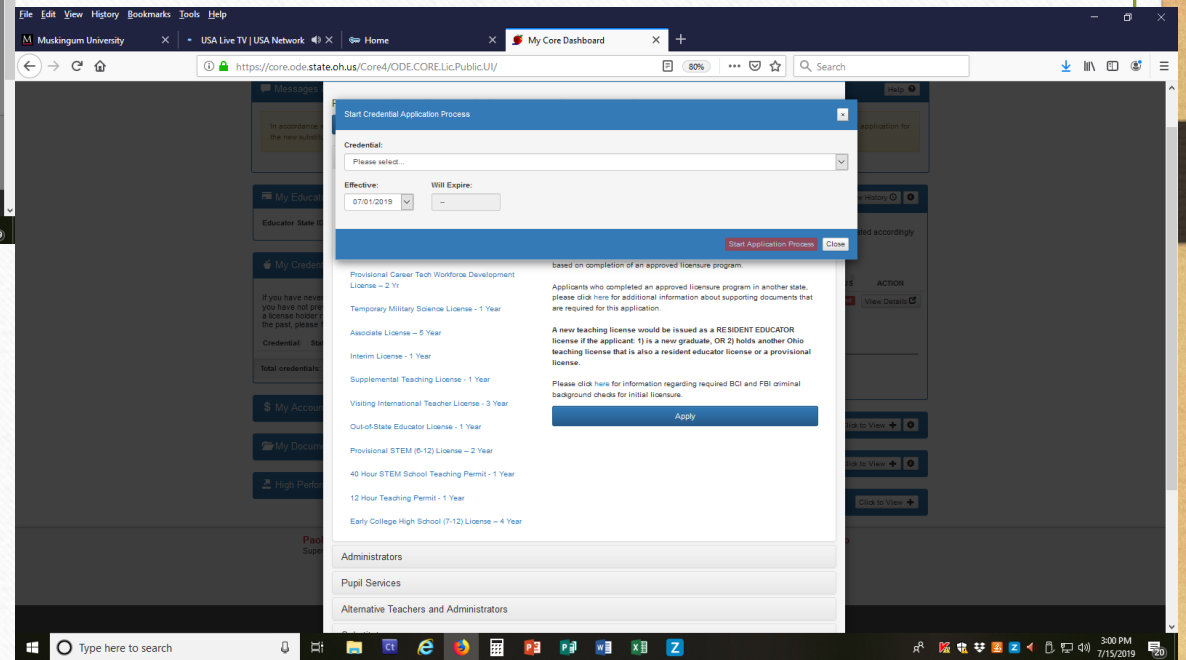


Select "Teachers" from the drop down list. Once this is selected another list will drop – select the correct license for your situation.

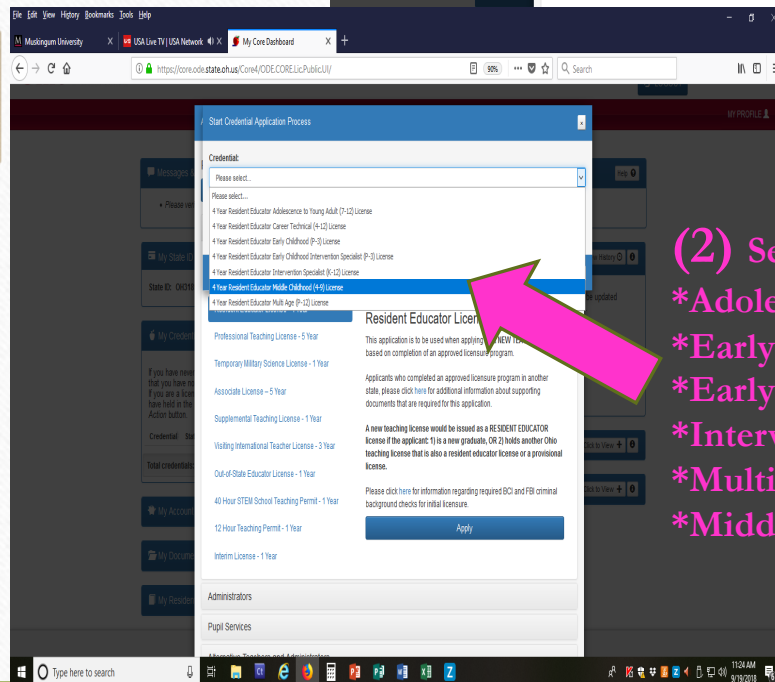
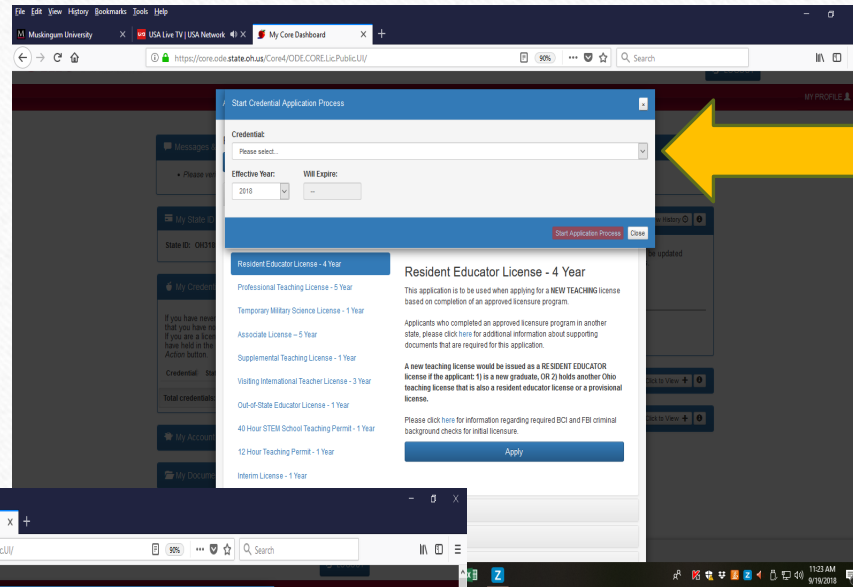
If you do not have a license, you will select the 2-year Resident Educator License. If you currently hold a license, you will select the appropriate license that matches what you currently hold.



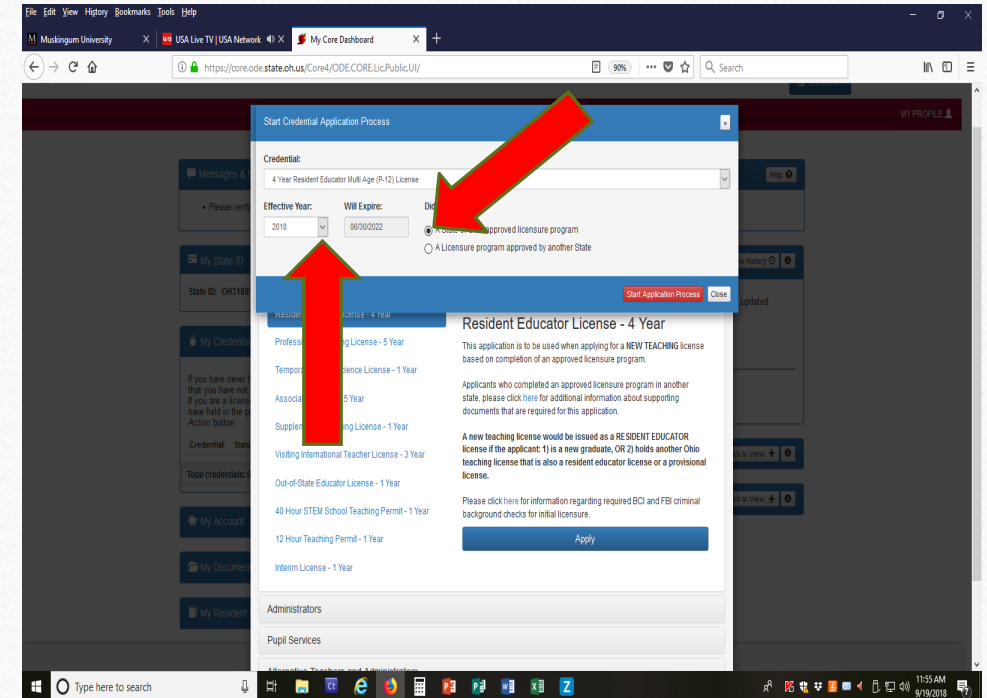
Once you select the appropriate license, select Apply box.



(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.

For example:

Multi Age License: If you are a dual major in health education and physical education, select both at this time. The application **will not allow** you to use the “add additional credential” button in the same license type. You would have to complete a full application process.

Early Childhood and Intervention Specialist majors, you will use the “add additional credential” at the end of the application.

Endorsements:

This section will not be applicable to you at this point.

The screenshot displays the 'Requested Credential(s)' application interface. At the top, the browser shows the URL: <https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=1810>. The main content area is titled 'Requested Credential(s)' and shows details for a '4 Year Resident Educator Multi Age (P-12) License'. The 'Credential' field is set to '4 Year Resident Educator Multi Age (P-12) License', the 'Action' is 'New in State', the 'Effective Year' is '2018', and the 'Will Expire' date is '07/01/2022'. Below this, there are two main sections: 'Teaching Fields' and 'Endorsements'. Each section contains a grid of checkboxes for various subjects and specialties. The 'Teaching Fields' section includes options like American Sign Language, Chinese, Drama/Theater, Greek, Hindi, Latin, Physical Education, Swahili, Visual Art, Arabic, Computer Information Science, French, Health, Italian, Library/Media, Russian, and Teaching English to Speakers of Other Languages (TESOL). The 'Endorsements' section includes options like Adapted Physical Education, Computer/Technology K-12, Reading K-12, Bilingual, Gifted Intervention Specialist (K-12), Teaching English to Speakers of Other Languages PreK-K-12, Career-Based Intervention, and Literacy Specialist.

Residency: yes or no

Military Service: yes or no

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

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=1810131>. The browser tabs include 'Muskingum University', 'USA Live TV | USA Network', and 'Requested Credentials'. The page content includes two main sections:

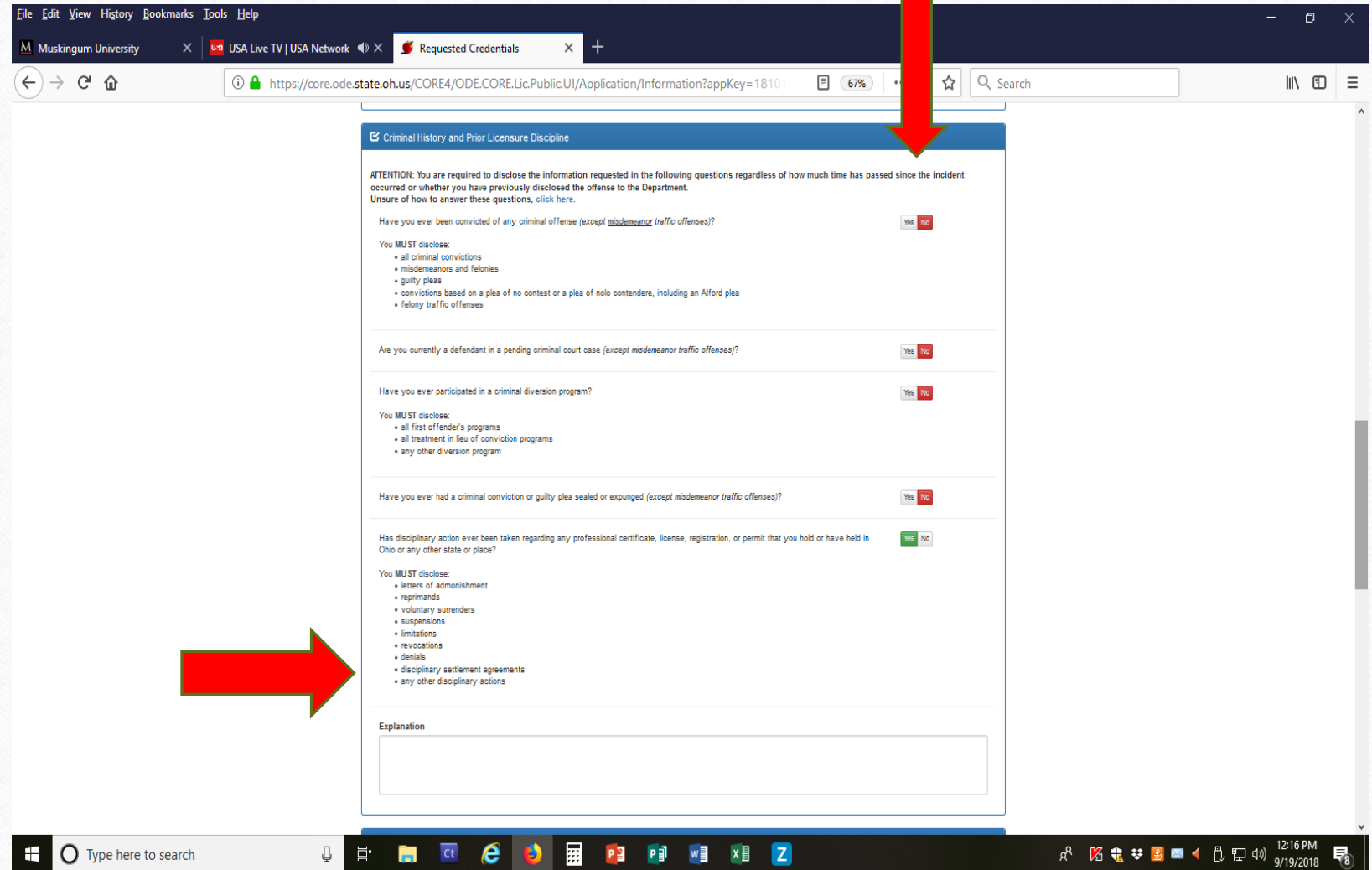
- Ohio Resident**: A blue header with a checkmark icon. Below it, the question "Have you lived continuously in Ohio for the past five years?" is followed by "Yes" and "No" buttons. A red arrow points to the "Yes" button.
- Military Service**: A blue header with a checkmark icon. Below it, the question "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?" is followed by "Yes" and "No" buttons. A red arrow points to the "Yes" button. Below this is a light blue information box with a question mark icon and text: "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." Below the information box is the instruction "Please select one of the following:" followed by a list of radio button options:
 - 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 ForcesA red arrow points to the first option, "Current member of the National Guard".

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons (File Explorer, Edge, Firefox, Calculator, PowerPoint, Word, Excel, Zoom), and the system tray with the date and time "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:** This section has radio buttons for "Alternative Route", "Ohio College or University" (which is selected), "Other", "Out of State", and "Supplemental Progression". Below this is a dropdown menu for "Please select a School or University:" with "063842 - Muskingum University" selected. A red arrow points to the "Ohio College or University" option, and another red arrow points to the dropdown menu.
- Documents:** This section has an "Upload Documents" button in the top right corner, highlighted by a red arrow. 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 are two sections: "Application Documents" and "Previously Submitted Documents", both showing "No documents to display."
- Required Application Signatures:** This section has 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 "Dean Signature" dropdown menu with "063842 - Muskingum University" selected. A red arrow points to the "Upload Documents" button.

The Windows taskbar at the bottom shows the time as 12:17 PM on 9/19/2018.

Required Application Signature:

This will default to the school/university selected above

Application Signature:

Select: Yes or No

NOTE: For candidates with dual majors, i.e., Early Childhood and Special Education, select the “request Additional credential” button. This will take you to the beginning of a new application to add the additional license without completing all the information again.

Then Pay and Submit Application

https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=1810215

Requested Credentials

Application Documents

No documents to display.

Previously Submitted Documents

No documents to display.

Required Application Signatures

Note: Signature request will be auto filled when you select an Ohio College/University in Educator Preparation Information section above.

Dean Signature

063842 - Muskingum University

Applicant Signature

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.

Yes No

Return to Dashboard Save and Exit (Without Submitting) Request Additional Credential Pay and Submit Application

Paolo DeMaria
Superintendent of Public Instruction

Ohio Department of Education
877-644-6333
contact@education.ohio.gov

State Board of Education of Ohio
Tess Eishoff, President

John R. Kasich, Governor | Privacy | Jobs | Site Map | Contact ODE

The Department of Education is an equal opportunity provider of ADA services.

Type here to search

2:22 PM
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" and the user is logged in as "Stacy Welch".

The main content area displays a modal window titled "Credential Applications Payment". It contains the following information:

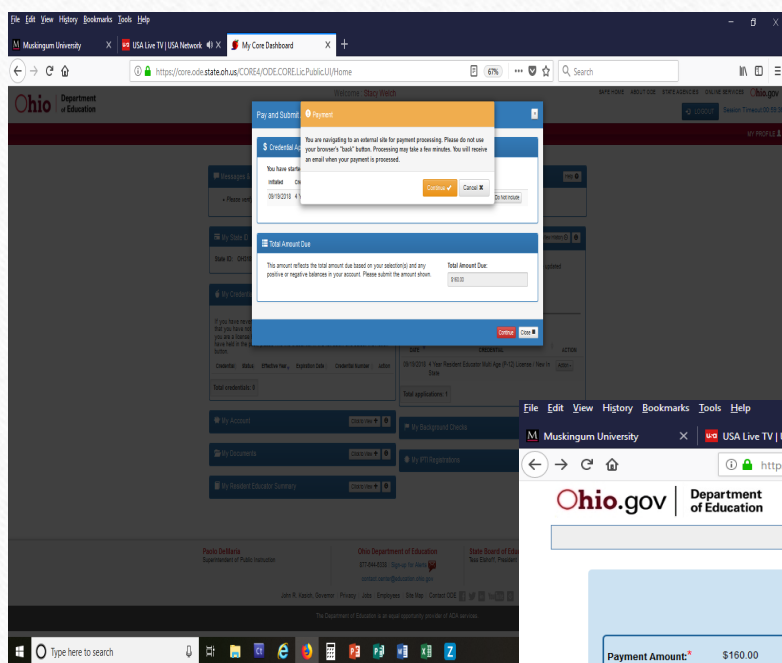
- Credential Applications Payment**
- You have started the following Credential Applications:
- Table with columns: Initiated, Credential(s), and buttons: include, Do Not include.
- Row 1: 09/19/2018, 4 Year Resident Educator Multi Age (P-12) License / New In State
- Total Amount Due**
- This amount 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 with columns: DATE, CREDENTIAL, and ACTION. The table shows one application: 09/19/2018, 4 Year Resident Educator Multi Age (P-12) License / New In State. Below the table, it says "Total applications: 1".

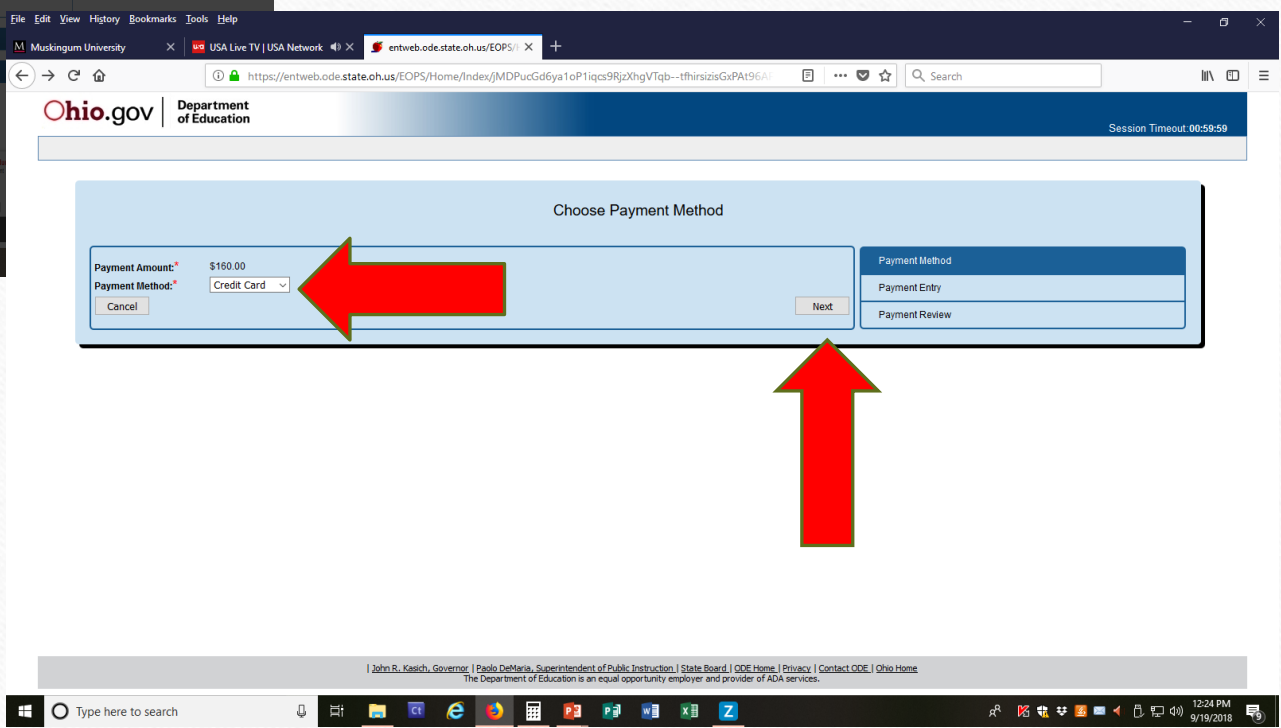
At the bottom of the page, there is a footer with contact information for the Ohio Department of Education and the State Board of Education of Ohio.

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.

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