Applying for

Renewal of Licensure

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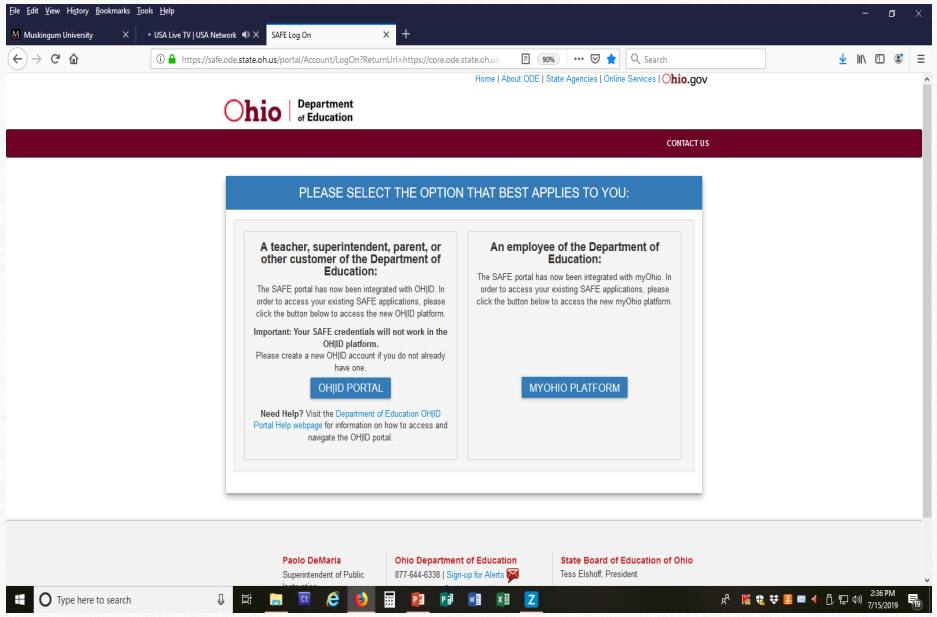
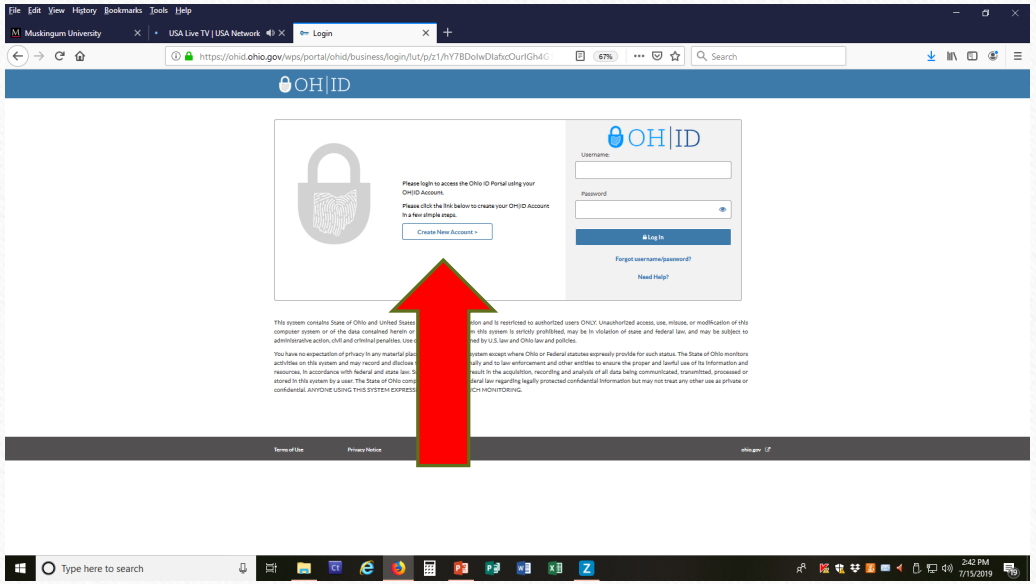
MUSKINGUM UNIVERSITY

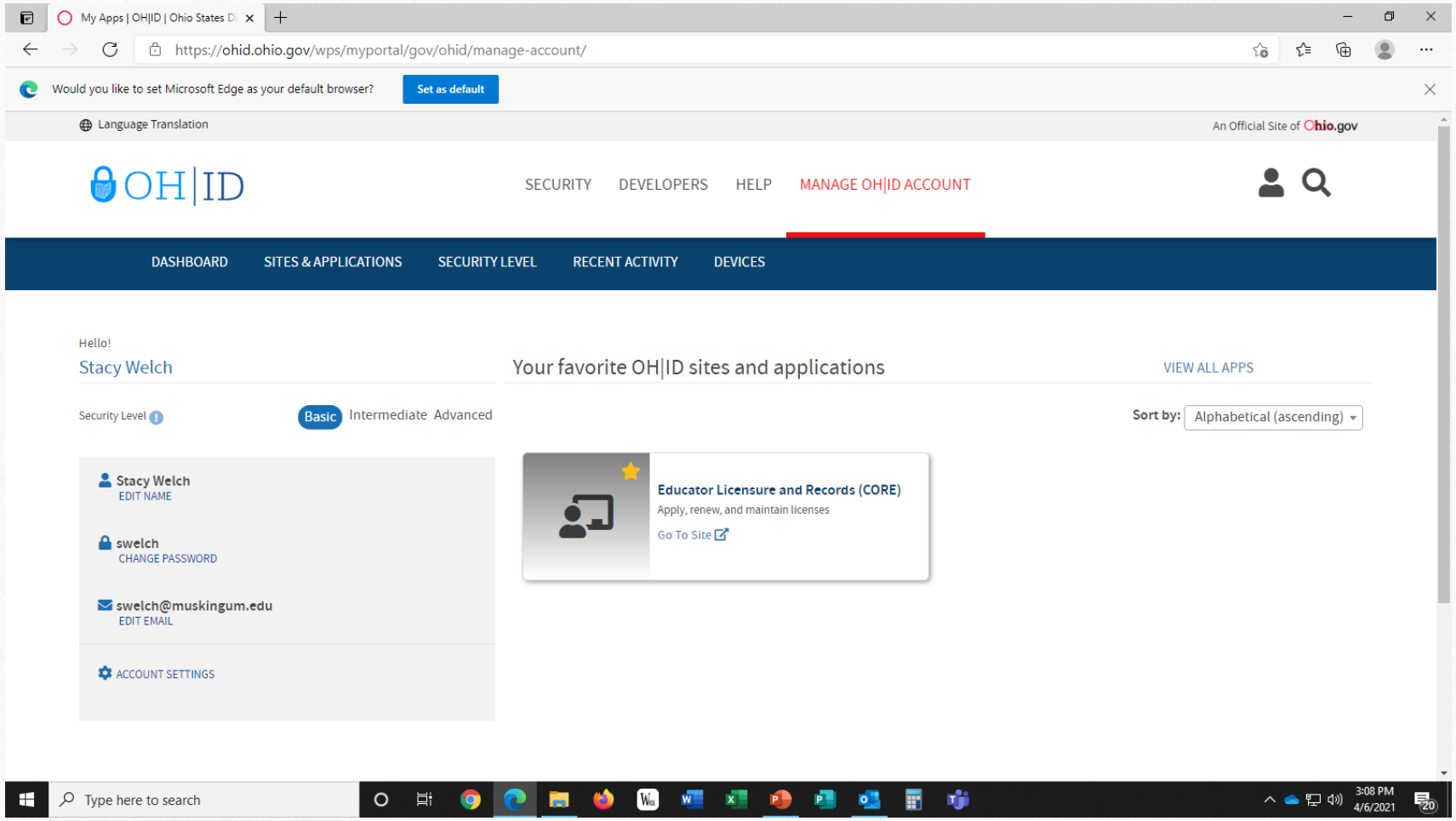
Applying for Licensure

- **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)

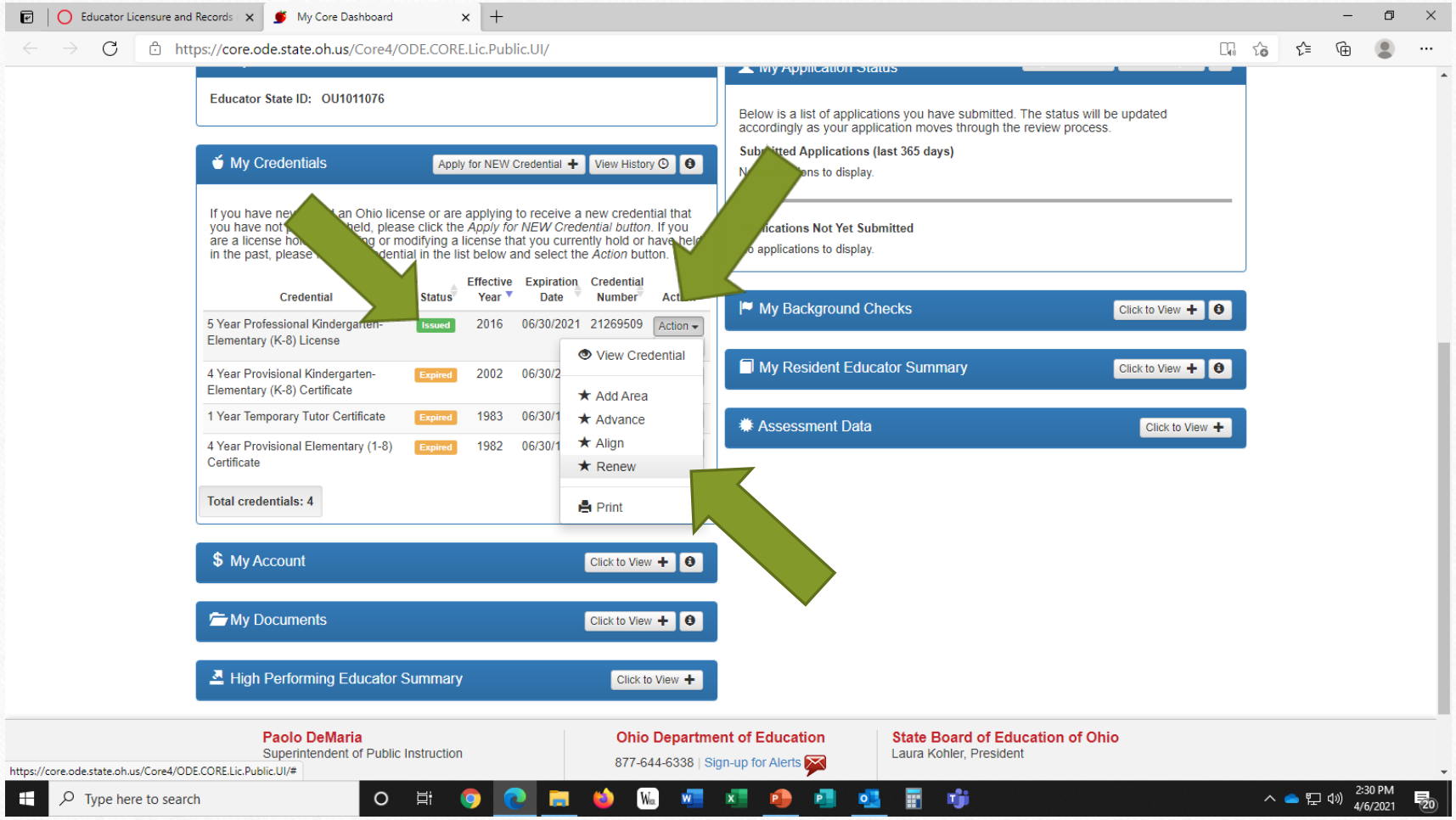
  - Takes you to the options page (below), select OH|ID Portal box. This will take you to the "Login" page (picture on right). Put in your Username and Password, click on Log in box.



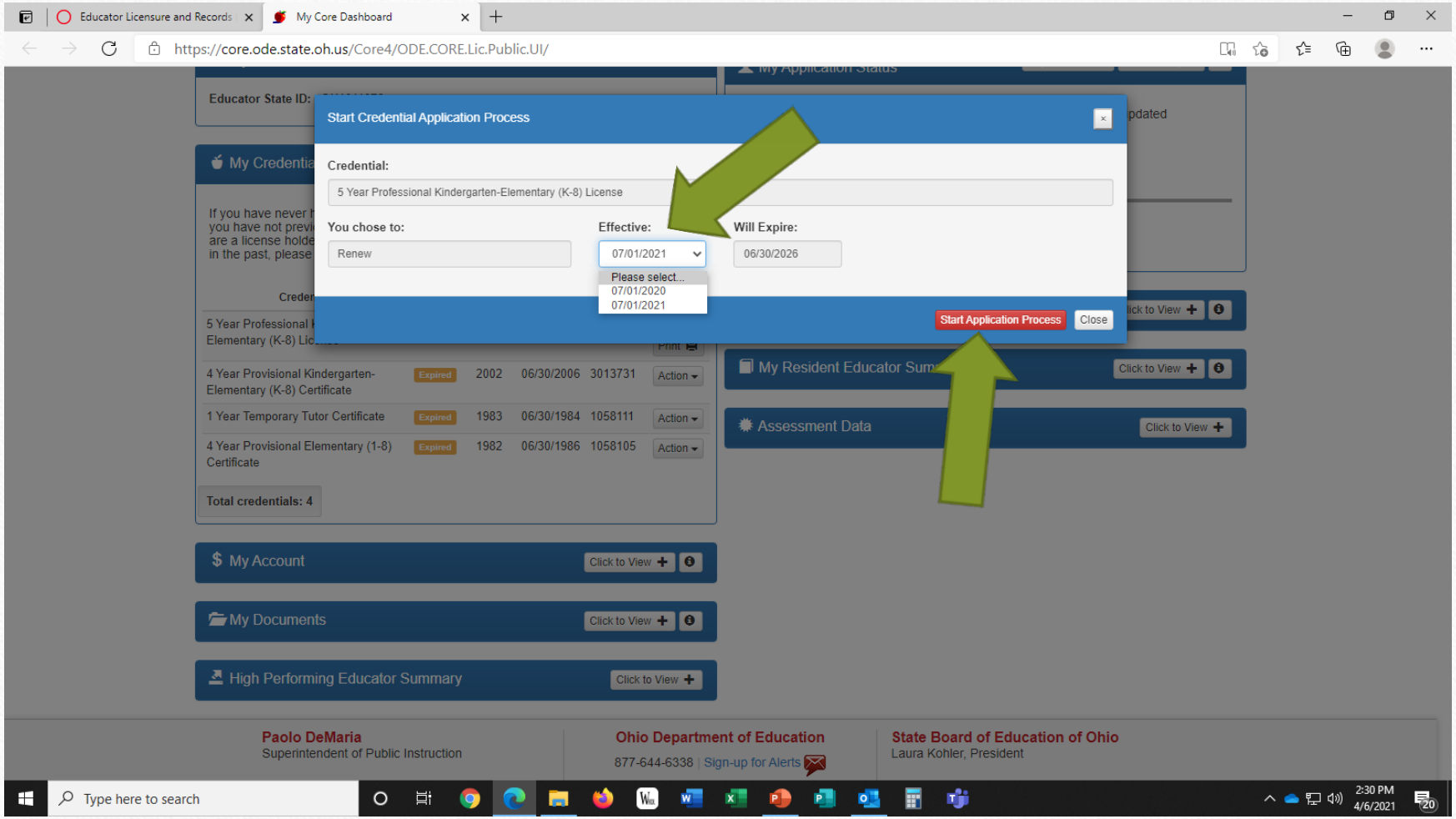




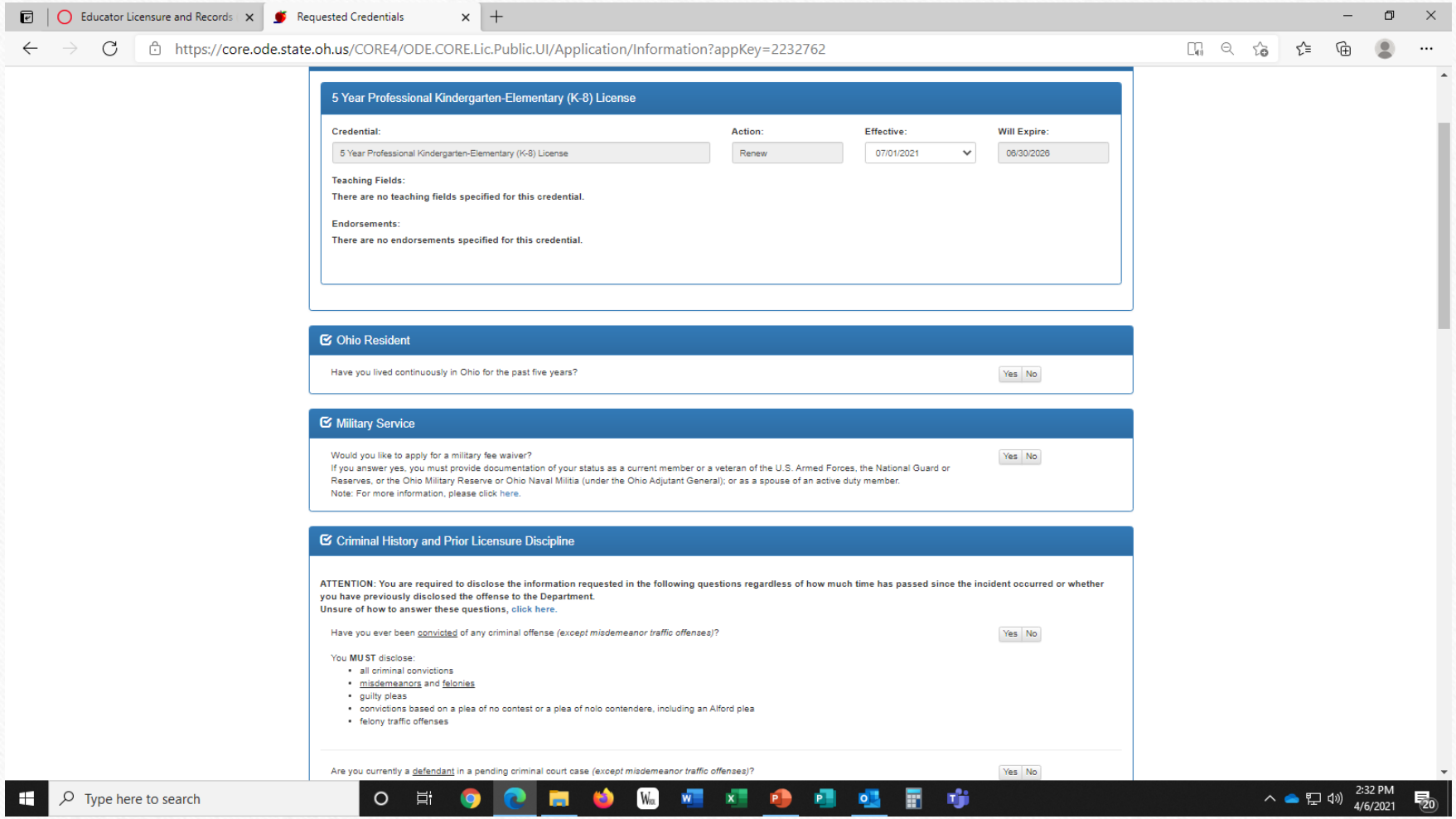
This is the first page of your OH | ID Portal-SAFE account after you are logged in. From the My Apps page, select "Educator Licensure and Records (CORE) app" to begin the application process.



Find your active license-this will high-lighted in green. Select Action arrow to get the drop-down box. Select "renew".

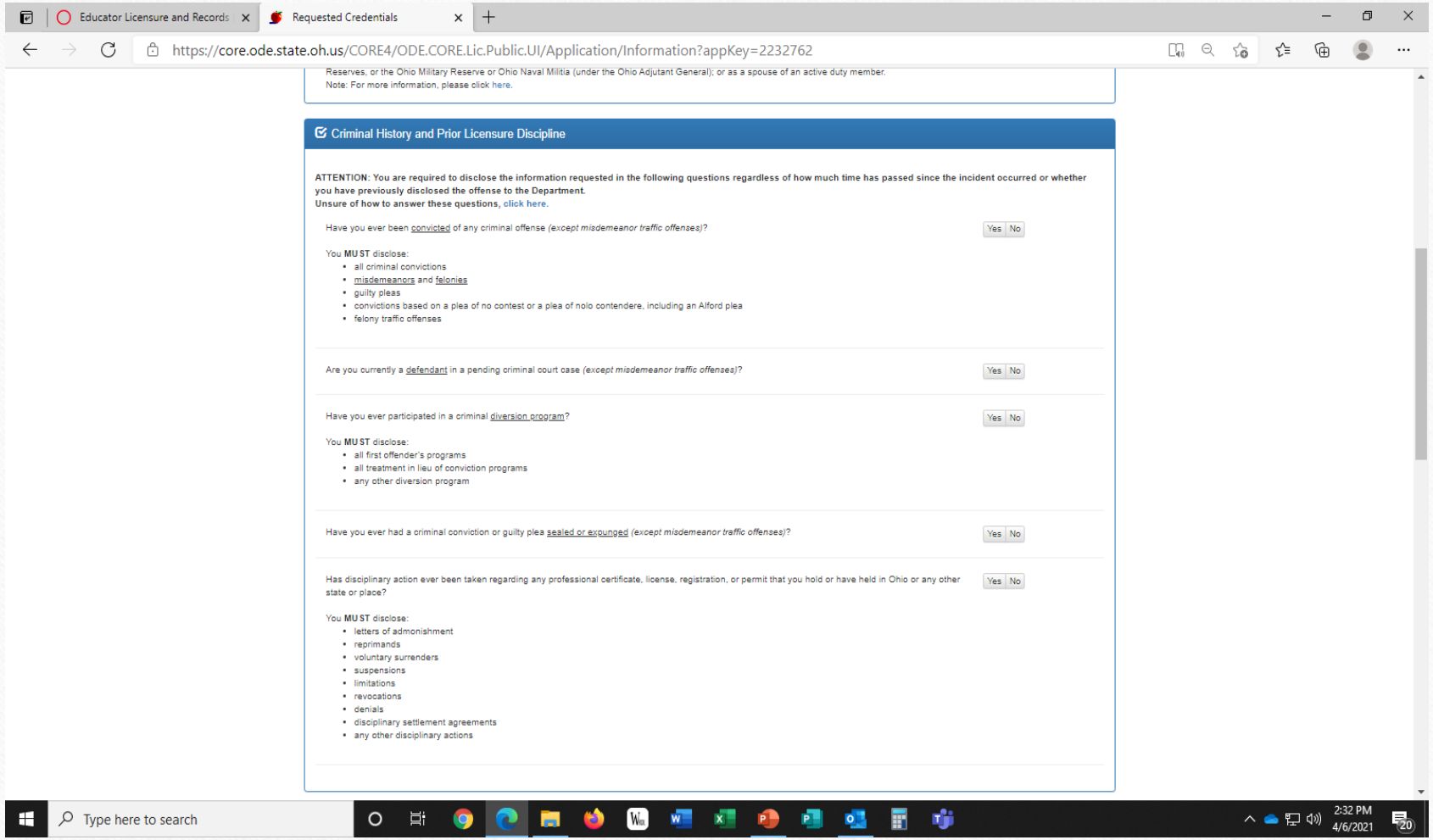


Select the effective data you need. Select the "start application process" tab in red.



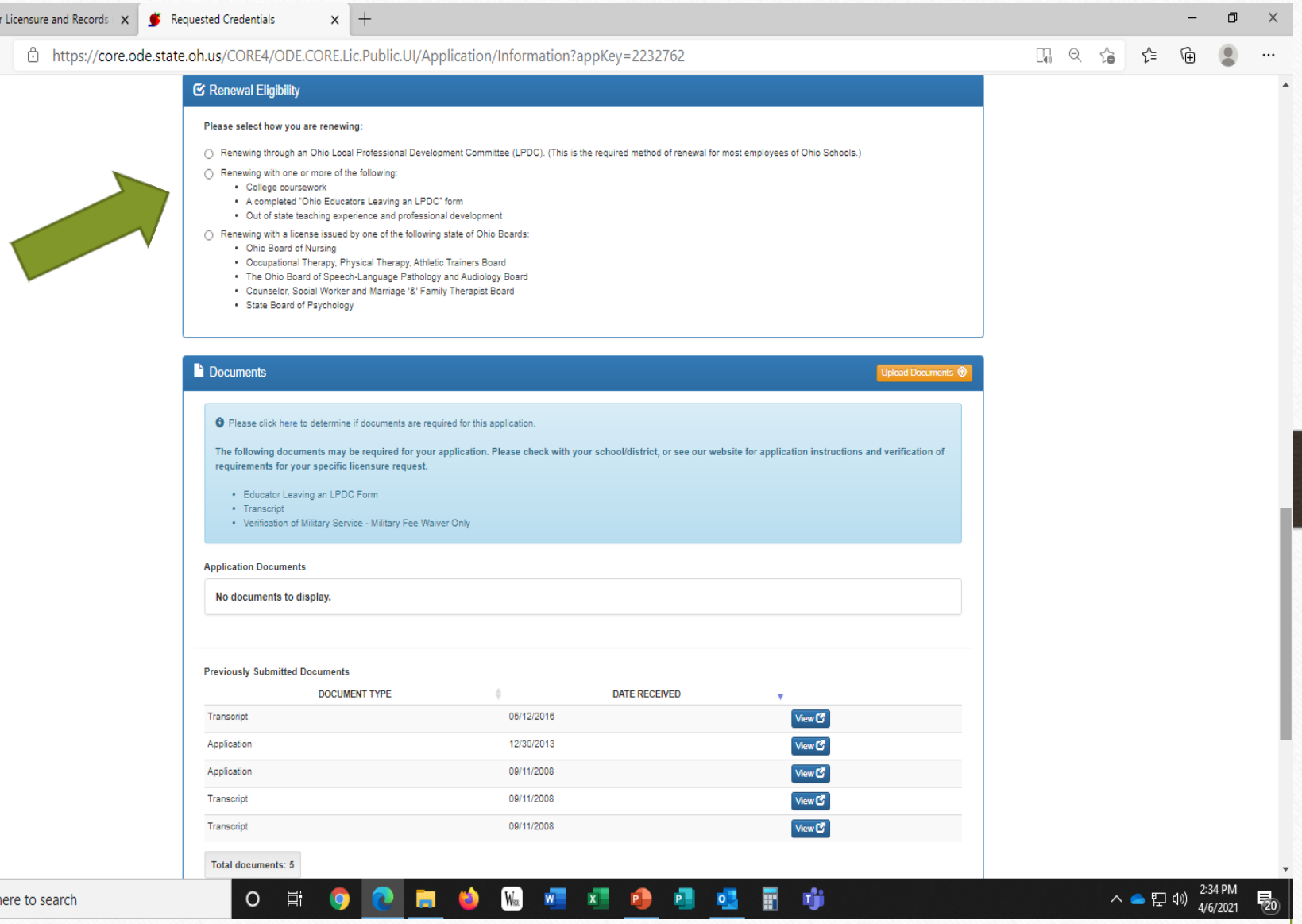
Answer questions in the application.

Finish with the application questions. This is the criminal history section.

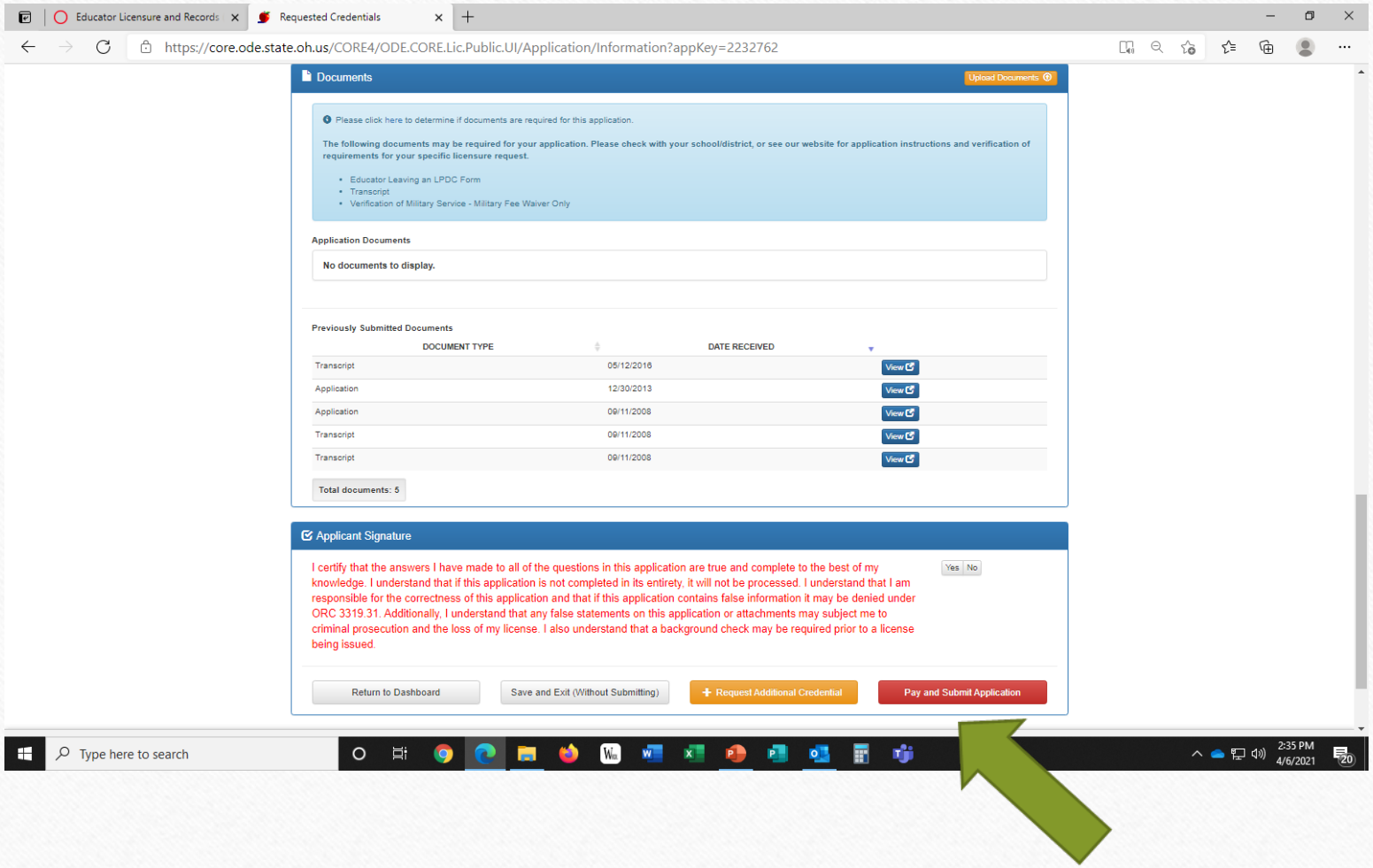


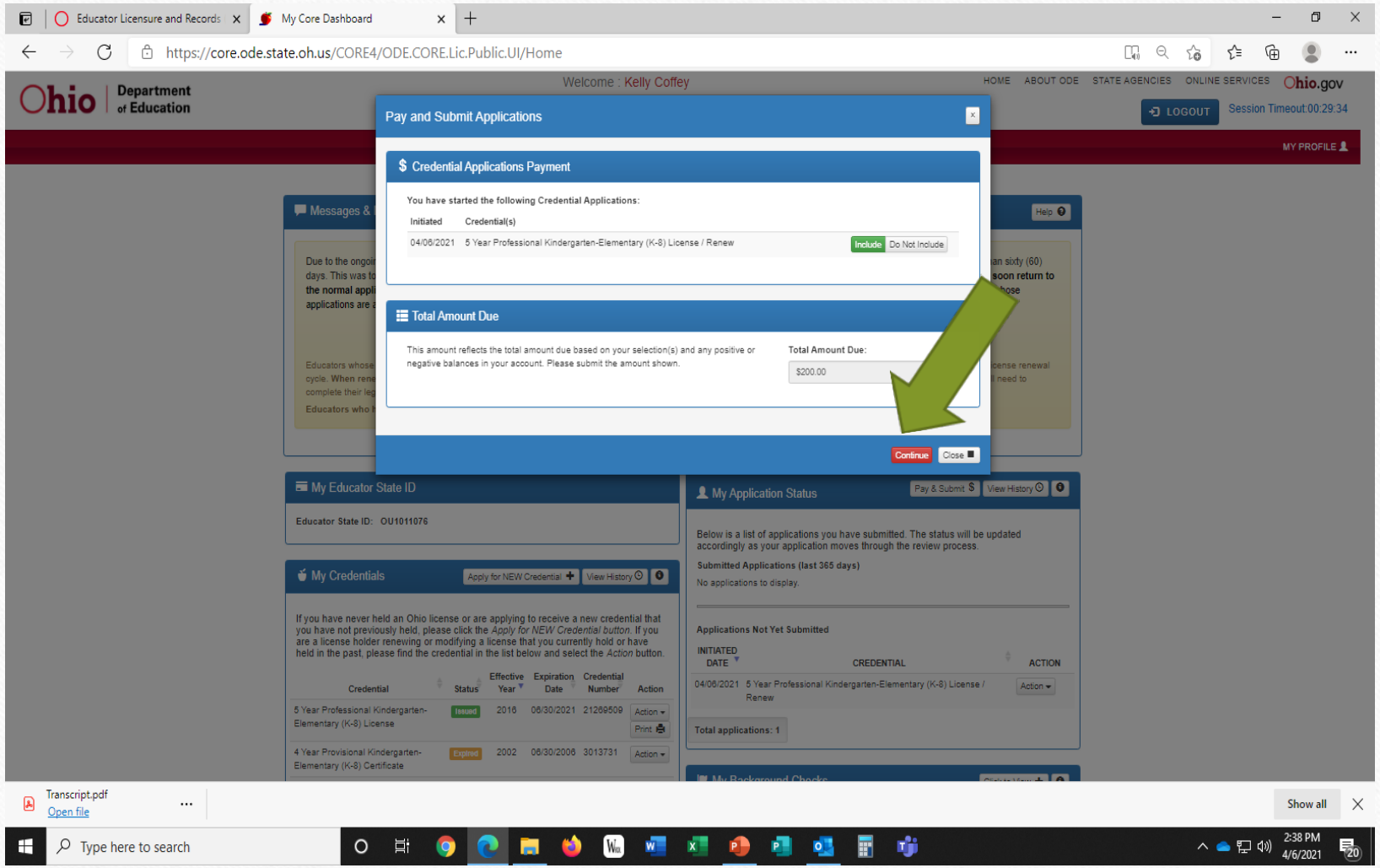
Complete the Renewal Eligibility section. You will need to select one of the three options.

The Documents section does not need to be uploaded here. I recommend doing this from your dash board under the "my documents' section.

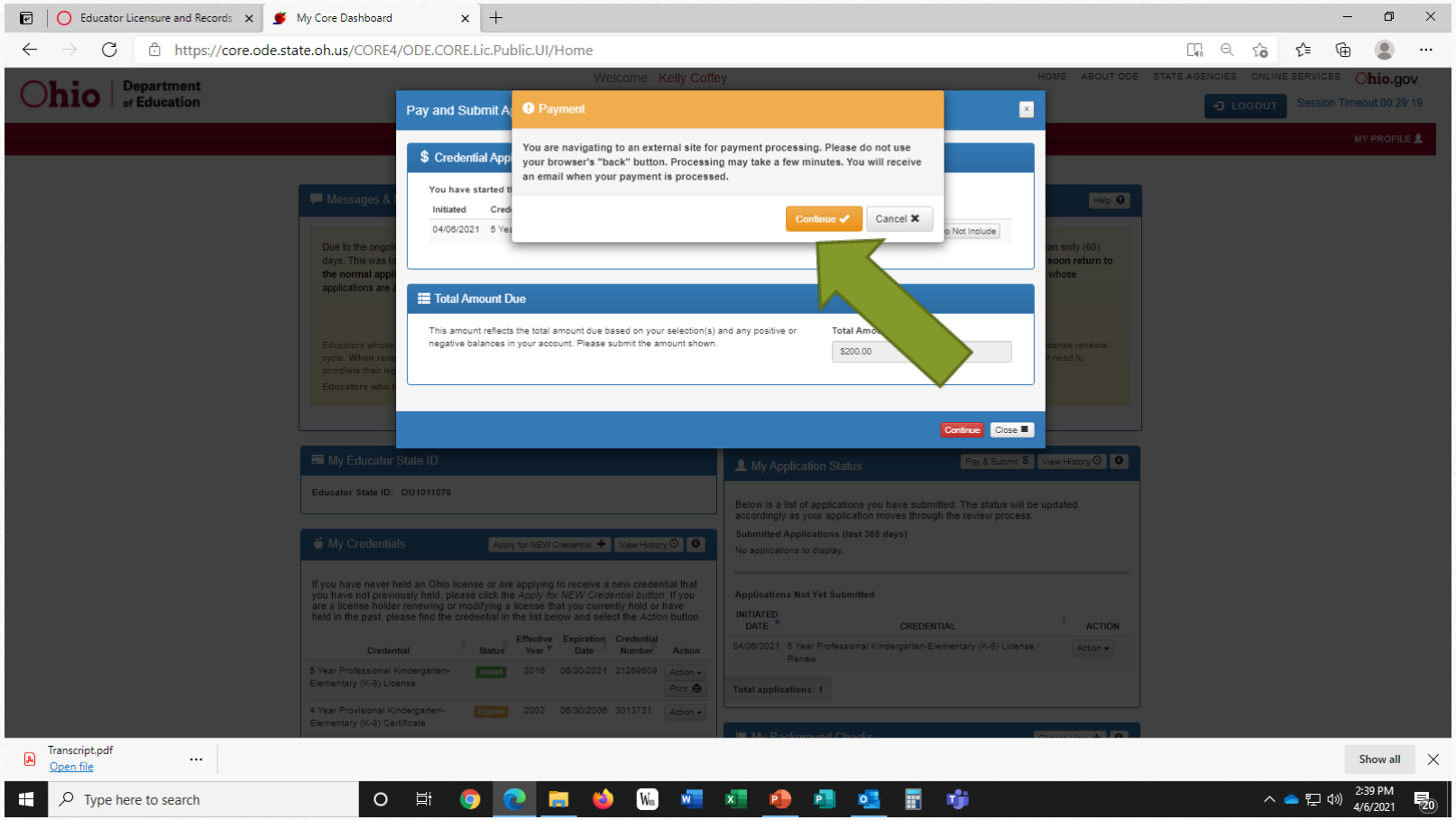


Select the “pay and submit application” tab in red.

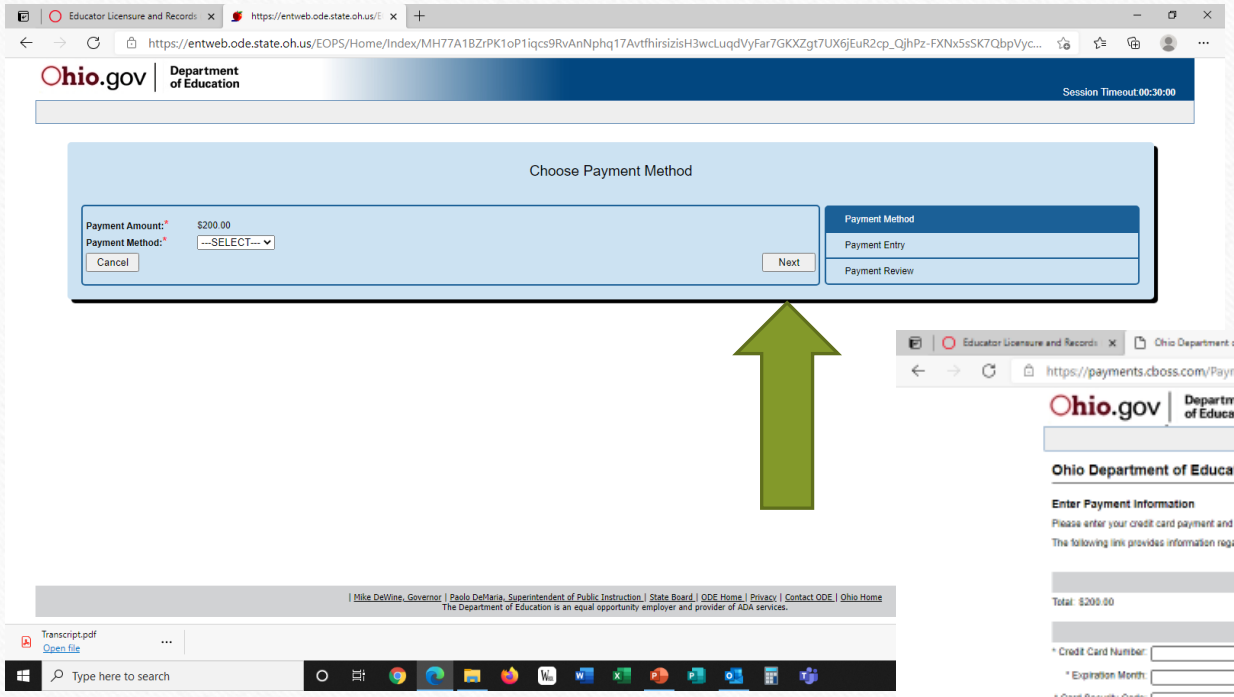


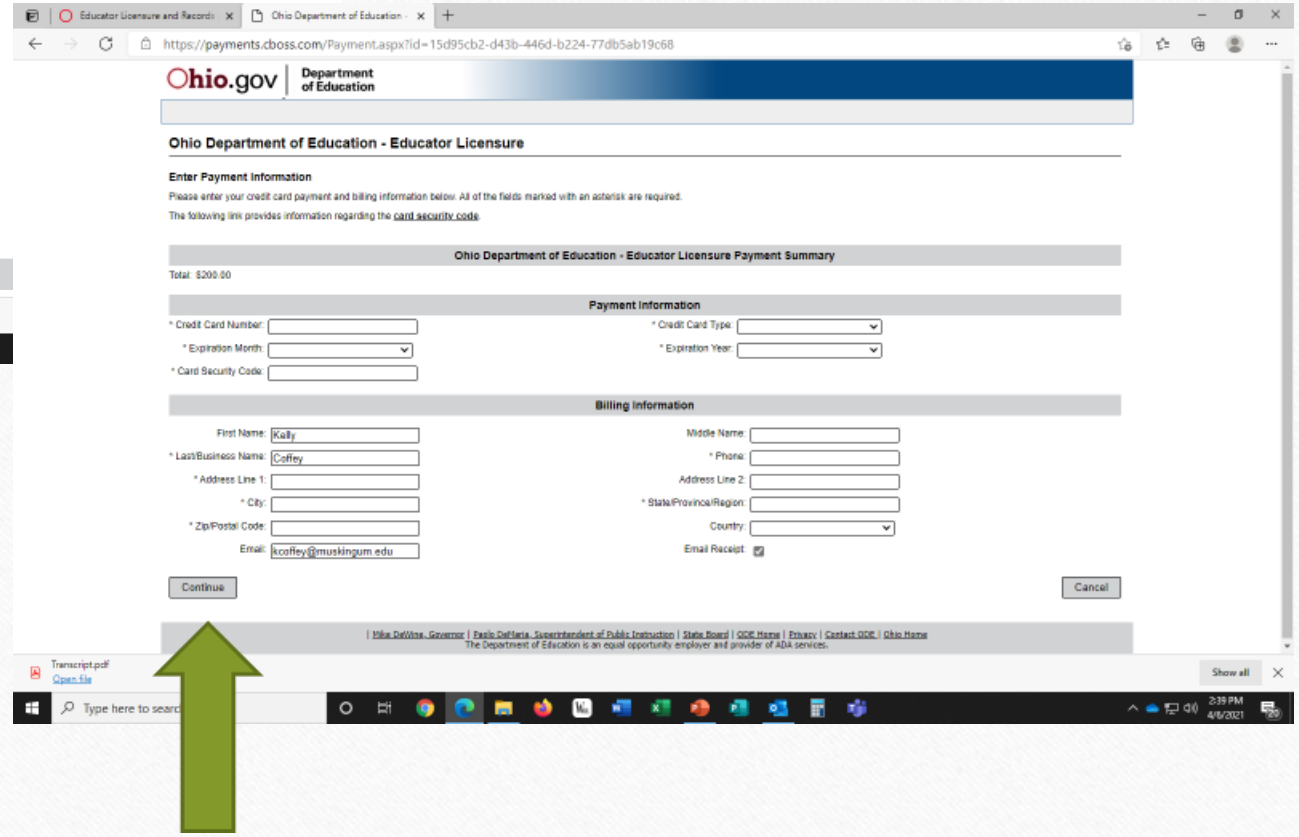


Select continue to submit and pay for application listed under the $ Credentials Application Payment section.



Select “continue” tab in orange to agree you are being moved outside of the OH|ID Portal.





Choose your payment method and select "next". Once this is selected the page to the right will appear. Fill in all of your information and select continue. The last two pages is confirmation of information and then receipt of payment. (these are not shown)

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