

# Applying for

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# Renewal of Licensure

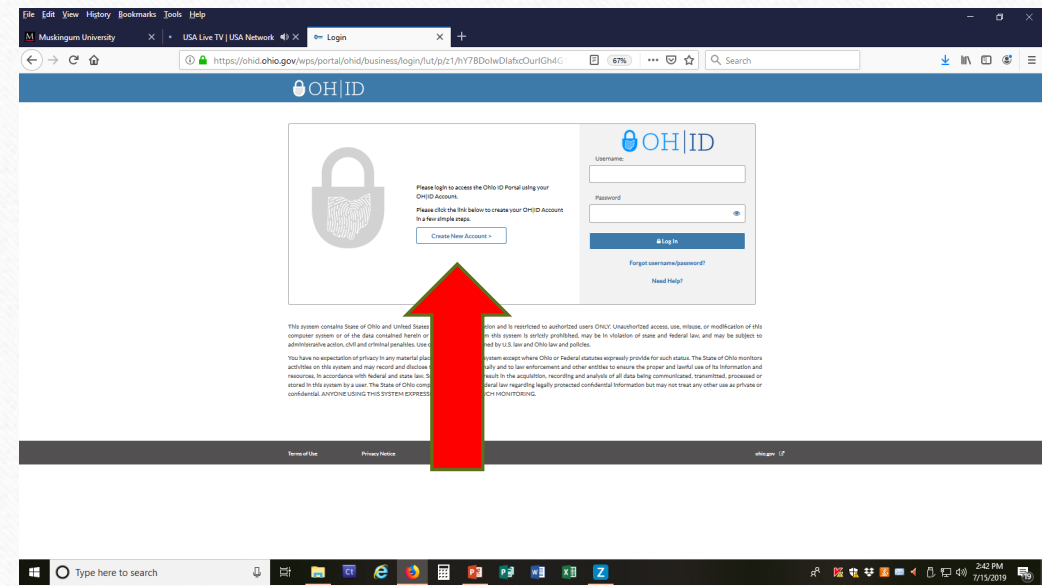
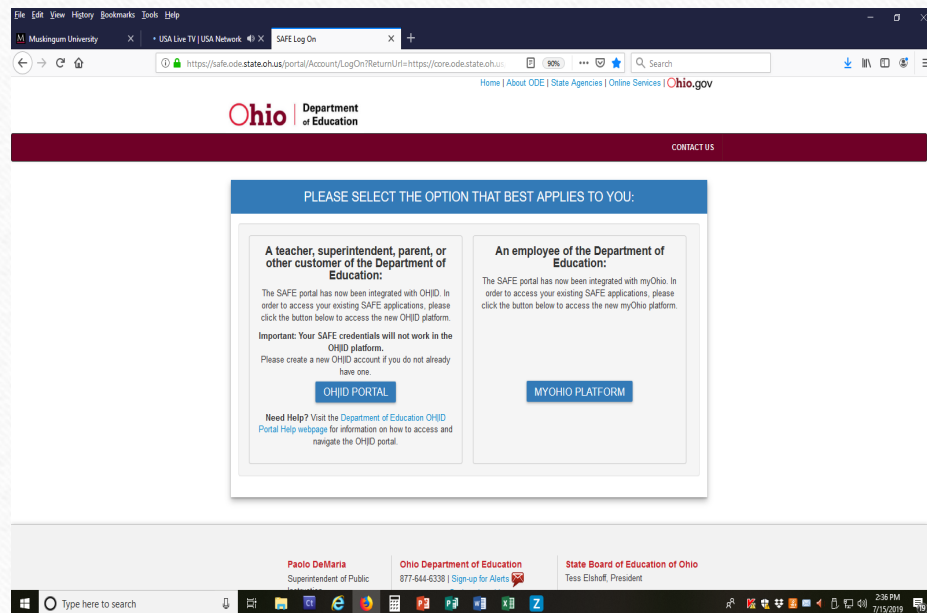
Created by: Stacy Welch

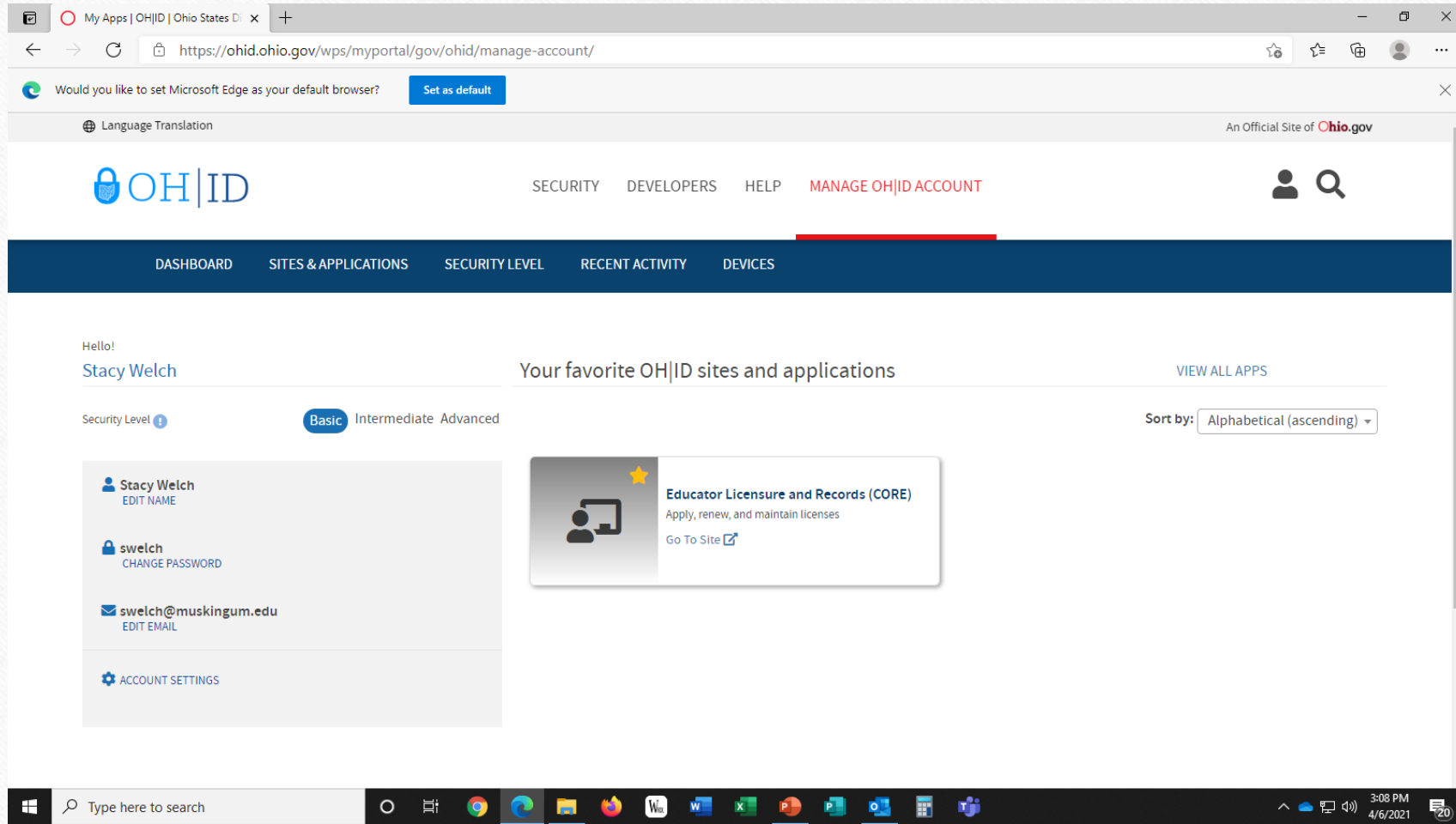




# Applying for Licensure

- Create a OH | ID Portal (formerly SAFE) Account (if you do not have one)
    - [www.education.ohio.gov/Teachers](http://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.



Educator State ID: OU1011076

**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 held, please click the *Apply for NEW Credential* button. If you are a license holder seeking or modifying a license that you currently hold or have held in the past, please select a credential in the list below and select the *Action* button.

Credential	Status	Effective Year	Expiration Date	Credential Number	Action
5 Year Professional Kindergarten-Elementary (K-8) License	Issued	2016	06/30/2021	21269509	Action
4 Year Provisional Kindergarten-Elementary (K-8) Certificate	Expired	2002	06/30/2002		
1 Year Temporary Tutor Certificate	Expired	1983	06/30/1983		
4 Year Provisional Elementary (1-8) Certificate	Expired	1982	06/30/1982		

Total credentials: 4

**My Application Status**

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)**

No applications to display.

**Applications Not Yet Submitted**

No applications to display.

**My Background Checks** Click to View +

**My Resident Educator Summary** Click to View +

**Assessment Data** Click to View +

**My Account** Click to View +

**My Documents** Click to View +

**High Performing Educator Summary** Click to View +

**Paolo DeMaria**  
Superintendent of Public Instruction

**Ohio Department of Education**  
877-644-6338 | Sign-up for Alerts

**State Board of Education of Ohio**  
Laura Kohler, President

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

Start Credential Application Process

Credential:  
5 Year Professional Kindergarten-Elementary (K-8) License

You chose to:

Effective:    
Please select...  
07/01/2020  
07/01/2021

Will Expire:

Credential	Status	Year	Effective Date	Expiration Date	Actions
5 Year Professional Kindergarten-Elementary (K-8) License	Active	2022	07/01/2021	06/30/2026	Action
4 Year Provisional Kindergarten-Elementary (K-8) Certificate	Expired	2002	06/30/2006	3013731	Action
1 Year Temporary Tutor Certificate	Expired	1983	06/30/1984	1058111	Action
4 Year Provisional Elementary (1-8) Certificate	Expired	1982	06/30/1986	1058105	Action

Total credentials: 4

My Account

My Documents

High Performing Educator Summary

Paolo DeMaria  
Superintendent of Public Instruction

Ohio Department of Education  
877-644-6338 | Sign-up for Alerts

State Board of Education of Ohio  
Laura Kohler, President

2:30 PM  
4/6/2021

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



Educator Licensure and Records x Requested Credentials x +

https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=2232762

### 5 Year Professional Kindergarten-Elementary (K-8) License

**Credential:** 5 Year Professional Kindergarten-Elementary (K-8) License

**Action:** Renew

**Effective:** 07/01/2021

**Will Expire:** 06/30/2026

**Teaching Fields:**  
There are no teaching fields specified for this credential.

**Endorsements:**  
There are no endorsements specified for this credential.

### Ohio Resident

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

### Military Service

Would you like to apply for a military fee waiver?  
If you answer yes, you must provide documentation of your status as a current 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 as a spouse of an active duty member.  
Note: For more information, please click [here](#).

Yes No

### 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

Type here to search

2:32 PM 4/6/2021

Answer questions in the application.

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

Reserves, or the Ohio Military Reserve or Ohio Naval Militia (under the Ohio Adjutant General); or as a spouse of an active duty member.  
Note: For more information, please click here.

### 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)?

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)?

Have you ever participated in a criminal diversion program?

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)?

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?

You **MUST** disclose:

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

Windows taskbar: Type here to search, 2:32 PM 4/6/2021



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.



The screenshot shows a web browser window with two tabs: "Educator Licensure and Records" and "Requested Credentials". The address bar shows the URL: <https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=2232762>. The page content is divided into two main sections:

### Renewal Eligibility

Please select how you are renewing:

- Renewing through an Ohio Local Professional Development Committee (LPDC). (This is the required method of renewal for most employees of Ohio Schools.)
- Renewing with one or more of the following:
  - College coursework
  - A completed "Ohio Educators Leaving an LPDC" form
  - Out of state teaching experience and professional development
- Renewing with a license issued by one of the following state of Ohio Boards:
  - Ohio Board of Nursing
  - Occupational Therapy, Physical Therapy, Athletic Trainers Board
  - The Ohio Board of Speech-Language Pathology and Audiology Board
  - Counselor, Social Worker and Marriage ' & ' Family Therapist Board
  - State Board of Psychology

### Documents

[Upload Documents](#)

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.

- Educator Leaving an LPDC Form
- Transcript
- Verification of Military Service - Military Fee Waiver Only

Application Documents

No documents to display.

Previously Submitted Documents

DOCUMENT TYPE	DATE RECEIVED	
Transcript	05/12/2016	<a href="#">View</a>
Application	12/30/2013	<a href="#">View</a>
Application	09/11/2008	<a href="#">View</a>
Transcript	09/11/2008	<a href="#">View</a>
Transcript	09/11/2008	<a href="#">View</a>

Total documents: 5

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons (Chrome, Edge, File Explorer, Firefox, Word, Excel, PowerPoint, Outlook, Teams), and the system tray with the time "2:34 PM" and date "4/6/2021".



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

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=2232762>. The page is titled "Documents" and contains the following sections:

- Documents:** 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 three bullet points: "Educator Leaving an LPDC Form", "Transcript", and "Verification of Military Service - Military Fee Waiver Only".
- Application Documents:** A box stating "No documents to display."
- Previously Submitted Documents:** A table with columns "DOCUMENT TYPE" and "DATE RECEIVED".

DOCUMENT TYPE	DATE RECEIVED	View
Transcript	05/12/2016	View
Application	12/30/2013	View
Application	09/11/2008	View
Transcript	09/11/2008	View
Transcript	09/11/2008	View

Total documents: 5

**Applicant Signature:** A red text block 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." There are "Yes" and "No" buttons to the right of the text.

At the bottom of the page, there are four buttons: "Return to Dashboard", "Save and Exit (Without Submitting)", "+ Request Additional Credential", and "Pay and Submit Application". A green arrow points to the "Pay and Submit Application" button.

Ohio Department of Education

Welcome : Kelly Coffey

HOME ABOUT ODE STATE AGENCIES ONLINE SERVICES Ohio.gov

LOGOUT Session Timeout:00:29:34 MY PROFILE

### Pay and Submit Applications

#### Credential Applications Payment

You have started the following Credential Applications:

Initiated	Credential(s)	
04/06/2021	5 Year Professional Kindergarten-Elementary (K-8) License / Renew	<input type="checkbox"/> Include <input type="checkbox"/> Do Not Include

#### 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: \$200.00

#### My Educator State ID

Educator State ID: OU1011076

#### 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	Effective Year	Expiration Date	Credential Number	Action
5 Year Professional Kindergarten-Elementary (K-8) License	Issued	2016	06/30/2021	21299509	Action
4 Year Provisional Kindergarten-Elementary (K-8) Certificate	Expired	2002	06/30/2006	3013731	Action

#### My Application Status

Pay & Submit \$ 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)  
No applications to display.

Applications Not Yet Submitted

INITIATED DATE	CREDENTIAL	ACTION
04/06/2021	5 Year Professional Kindergarten-Elementary (K-8) License / Renew	Action

Total applications: 1

Transcript.pdf  
[Open file](#)

Show all

Type here to search

2:38 PM  
4/6/2021

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

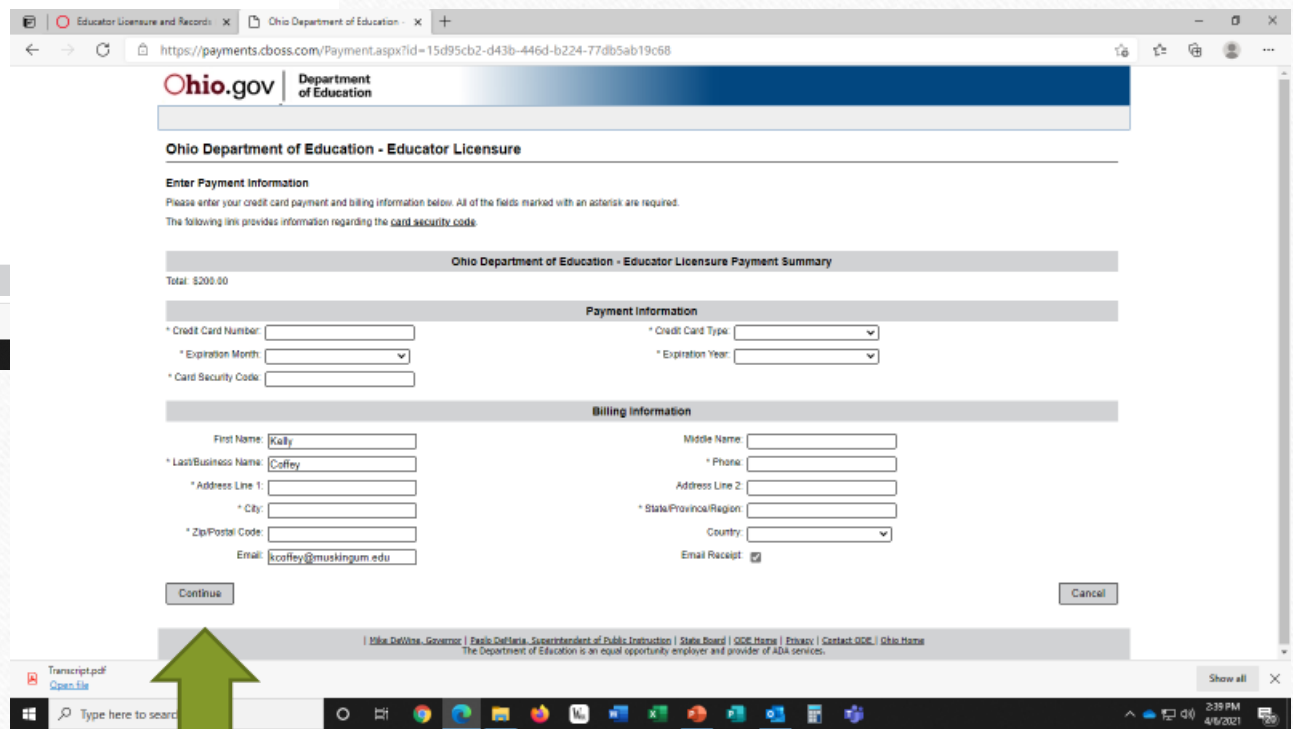
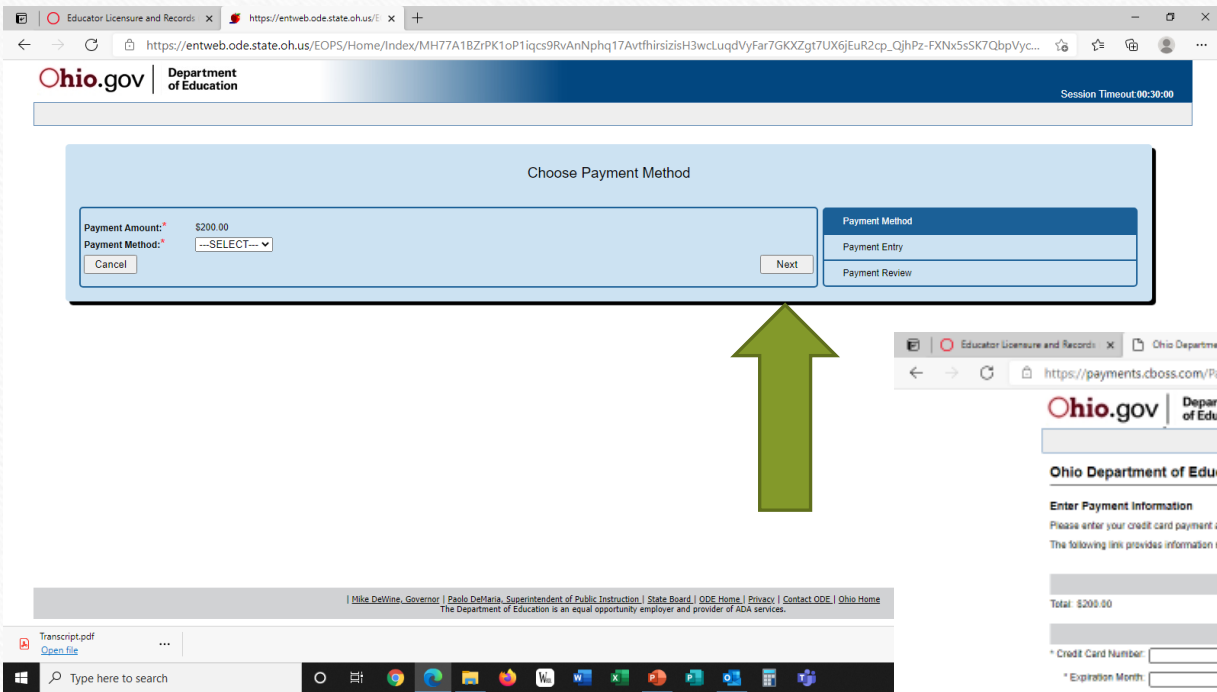


The screenshot shows the Ohio Department of Education website with a payment modal open. The modal contains the following text: "Payment", "You are navigating to an external site for payment processing. Please do not use your browser's 'back' button. Processing may take a few minutes. You will receive an email when your payment is processed.", and two buttons: "Continue ✓" and "Cancel ✗". A green arrow points to the "Continue" button. Below the modal, the "Total Amount Due" section shows a total amount of \$200.00. The "My Application Status" section shows a table of submitted applications.

INITIATED DATE	CREDENTIAL	ACTION
04/05/2021	5 Year Professional Kindergarten-Elementary (K-8) License / Renewal	Action

Total applications: 1

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.



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**From:** [Educator.Licensure@education.ohio.gov](mailto:Educator.Licensure@education.ohio.gov)  
<[Educator.Licensure@education.ohio.gov](mailto: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