

# Applying for Pre-Service Teacher Permit

Created by: Stacy Welch





## Applying for Pre-Service Teacher Permit

- **Create a OH | ID Portal Account** (if you do not have one)
  - Click on **LOGIN** at the top of the **ODE** webpage: <http://education.ohio.gov/>
  - Or use this link: [Secure access to State of Ohio services | OHID | Ohio's State Digital Identity Standard](#)
  - Takes you to the log in page and sign up link (below)

File Edit View History Bookmarks Tools Help

Muskingum University USA Live TV | USA Network Home

https://ohid.ohio.gov/wps/myportal/ohid/business/home/ut/p/z1/hY5LC8lwEIR\_i4dcm9VW 67%

OH|ID

Home User Account Management Help Center

### My Apps

You are currently subscribed to the apps below - clicking the "X" on the app tile will unsubscribe you from the app and reinstating your subscription may require additional approval.

- Department of Education Application Request: Requests access to Education applications
- Department of Education Profile Setup: Create a profile with the Department
- Educator Licensure and Records (CORE): Apply, renew, and maintain licenses**
- Ohio Education Directory System (OEDS): Directory of schools and districts
- Training and Registration: Register for training or an event

### Available Apps

- My DODD: Access DODD applications
- The Ohio Business Gateway: Ohio Business Gateway Back-Office Portal

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Type here to search 2:48 PM 7/15/2019

This is the first page of your OH | ID Portal-SAFE account after you are logged in. Select “Educator Licensure and Records (CORE) app” to begin the application process. Click on the Star to keep it as a favorite on your opening page.



The screenshot shows a web browser window displaying the 'My Core Dashboard' for the Ohio Department of Education. The dashboard is organized into several sections:

- Messages & Notification:** A message stating, "Please verify your demographic information is correct. 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 text is a table with columns: Credential, Status, Effective Year, Expiration Date, Credential Number, and Action. The table shows "Total credentials: 0". A red arrow points to the "Apply for NEW Credential" button.
- My Application Status:** Includes a "Pay & Submit" button and "View History" link. It lists "Submitted Applications (last 365 days)" and "Applications Not Yet Submitted", both showing "No applications to display".
- My Background Checks:** Includes a "Click to View" button.
- My IPTI Registrations:** Includes a "Click to View" button.
- My Account, My Documents, My Resident Educator Summary:** Each has a "Click to View" button.

The footer of the dashboard identifies the user as Paolo DeMaria, Superintendent of Public Instruction, and lists the Ohio Department of Education and the State Board of Education of Ohio.

Select the “Apply for NEW Credential” box.

The screenshot shows a web browser window with the URL <https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Public.UI/>. A modal dialog box titled "Apply for a Credential" is open, asking the user to select an option. The options are "Apply for a NEW credential" and "Take action on my EXISTING credential". A red arrow points to the "Apply for a NEW credential" button. The background dashboard includes sections for "My Educator", "My Credential", "Submitted Applications", and various account management links like "My Account", "My Documents", and "My Background Checks".

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

Messages & Notifications

In accordance with the new substitute application for

My Educator

Educator State ID: [redacted]

My Credential

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
Total credentials: 0					

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  
877-844-6338 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

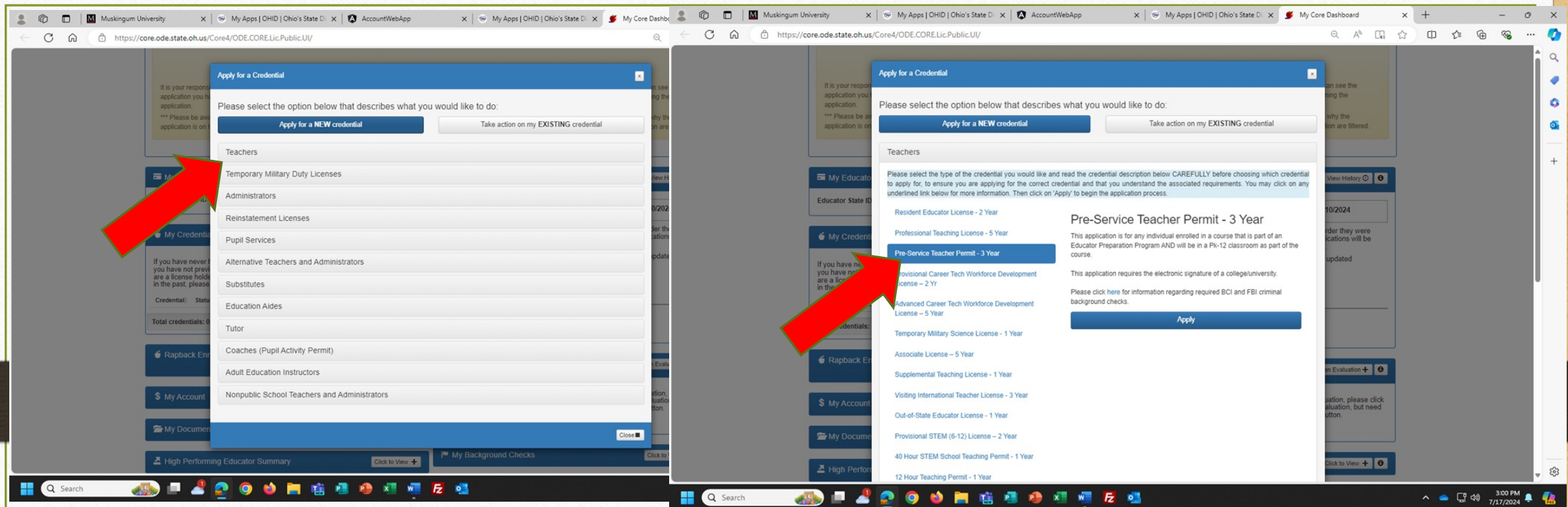
The Department of Education is an equal opportunity provider of ADA services.

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.

You will Select the Pre-Service Teacher Permit 3-year and click on apply.

The screenshot shows a web browser window with the URL <https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Public.UI/>. A modal window titled "Start Credential Application Process" is displayed. Inside the modal, the "Credential:" dropdown is set to "3 Year Pre-Service Teacher Permit". Below it, there are date pickers for "07/01/2024" and "06/30/2027". At the bottom of the modal, a red arrow points to the "Start Application Process" button. The background of the page shows a list of credential options, including "Pre-Service Teacher Permit - 3 Year", which is highlighted in blue. Other options include "Resident Educator License - 2 Year", "Professional Teaching License - 5 Year", "Provisional Career Tech Workforce Development License - 2 Yr", "Advanced Career Tech Workforce Development License - 5 Year", "Temporary Military Science License - 1 Year", "Associate License - 5 Year", "Supplemental Teaching License - 1 Year", "Visiting International Teacher License - 3 Year", "Out-of-State Educator License - 1 Year", "Provisional STEM (6-12) License - 2 Year", "40 Hour STEM School Teaching Permit - 1 Year", and "12 Hour Teaching Permit - 1 Year".

Once you select the 3 year Pre Service Teacher Permit, select Start Application process.



Requested Credential(s)

**3 Year Pre-Service Teacher Permit**

Credential:	Action:	Effective:	Will Expire:
3 Year Pre-Service Teacher Permit	New In State	07/01/2024	06/30/2027

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?

**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.

**Criminal History and Prior License Discipline**

The credential type will be at the top with set expiration date.

Respond to the remaining questions on the application.



**Residency: yes or no**

**Military Service: yes or no**

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

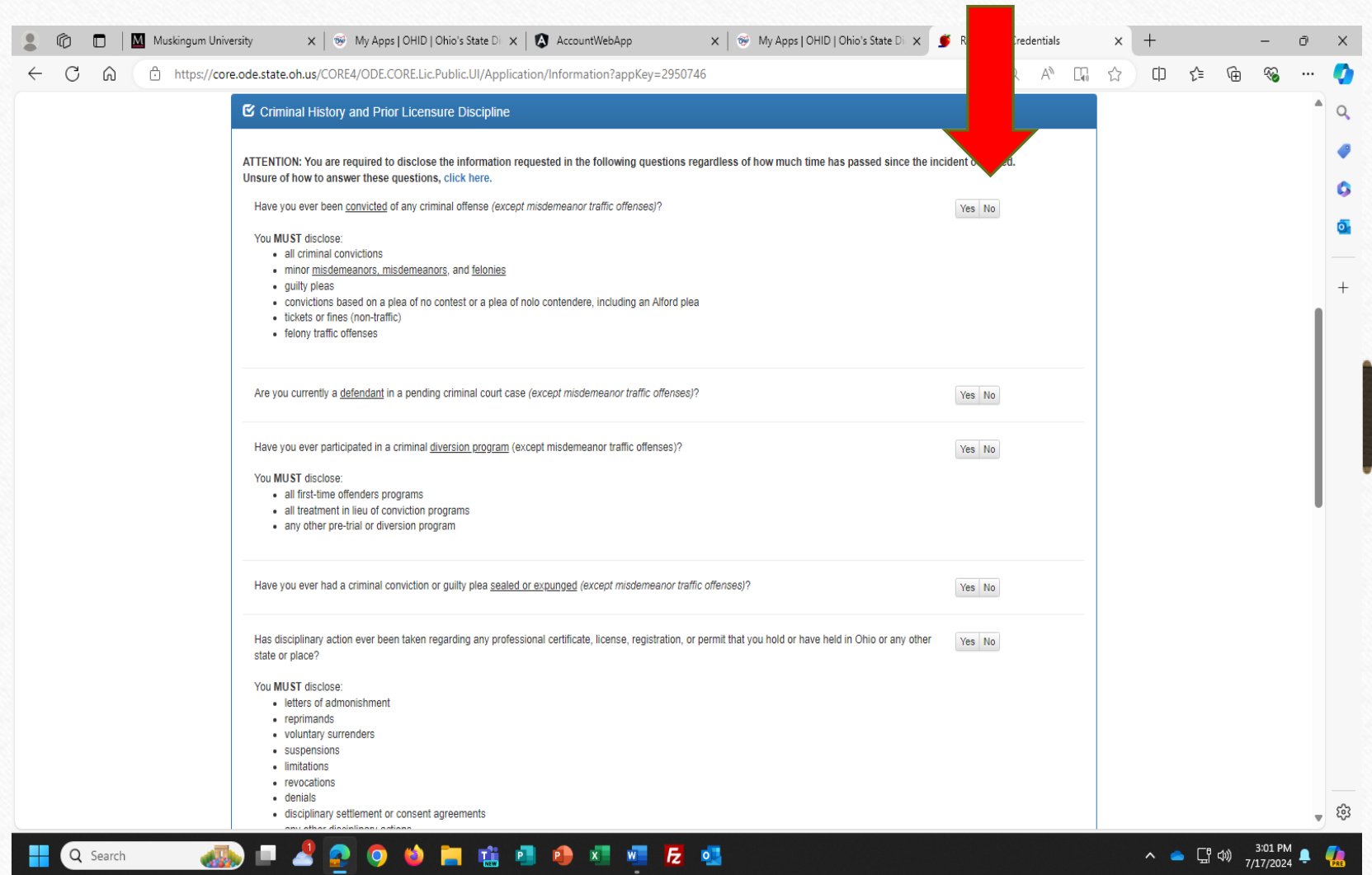
The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Muskingum University, USA Live TV | USA Network, Requested Credentials.
- Address Bar:** <https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/Application/Information?appKey=1810131>
- Ohio Resident Section:** 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 Section:** 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 the question is a note: "Note: For more information, please click here."
- Informational Box:** A light blue box with an information icon containing 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."
- Radio Button List:** Under the heading "Please select one of the following:", there are seven 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 this list.
- Taskbar:** Windows taskbar with search bar, task view, and various application icons. System tray shows time 12:15 PM and date 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.



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=2950746>. The page title is "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. 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
- minor misdemeanors, misdemeanors, and felonies
- guilty pleas
- convictions based on a plea of no contest or a plea of nolo contendere, including an Alford plea
- tickets or fines (non-traffic)
- 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 (except misdemeanor traffic offenses)?

You **MUST** disclose:

- all first-time offenders programs
- all treatment in lieu of conviction programs
- any other pre-trial or 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 or consent agreements
- any other disciplinary action

A red arrow points to the first question.



**Educator Preparation: Select Ohio College or University.**

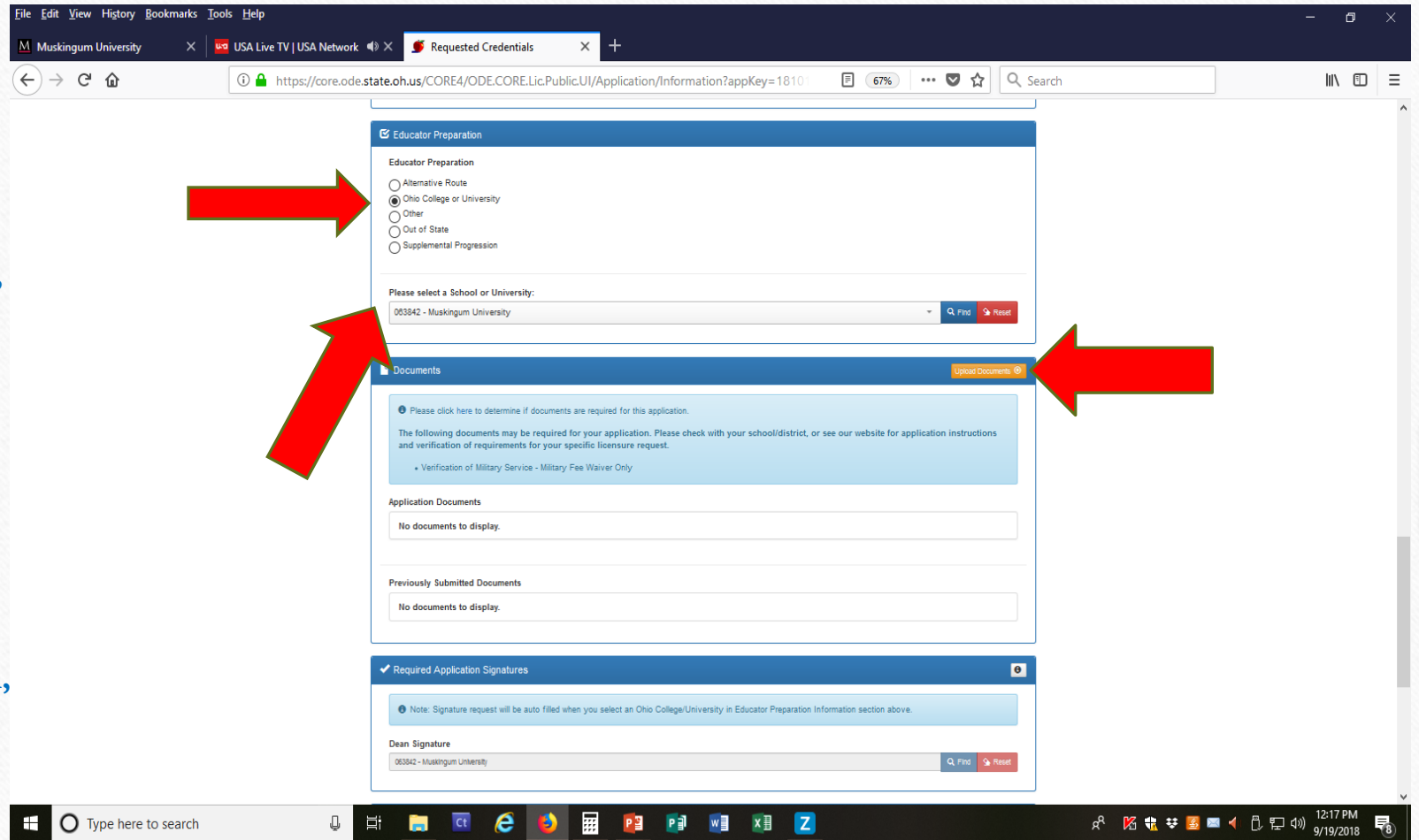
**Select School or University:**  
**Type in Muskingum University or IRN# 063842 in the box provided.**

**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**



**Required Application  
Signature:**  
This will default to the  
school/university  
selected above

**Application Signature:**  
Select: Yes or No

**Then Review 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=2950746>. The page displays a notification about document uploads, followed by sections for 'Application Documents' and 'Previously Submitted Documents', both showing 'No documents to display'. The 'Applicant Signature' section contains a red text block with a 'Yes No' selection and a detailed disclaimer. At the bottom, there are four buttons: 'Return to Dashboard', 'Save and Exit (Without Submitting)', 'Request Additional Credential', and 'Review and Submit Application'. A red arrow points to the 'Review and Submit Application' button. The footer includes contact information for Paul Craft, Superintendent of Public Instruction, and the State Board of Education of Ohio, along with social media links and a disclaimer about ADA services.



A copy of the information you entered will appear. If everything is correct, click on pay and submit application.

**Ohio Department of Education**  
Application Details for Christopher Blison (OH3498317)

**Applicant Details**  
Full Name: Christopher Blison    State ID: OH3498317    Birth Date: 07/29/2003    Submitted Date: 07/17/2024

**Application Details**  
3 Year Pre-Service Teacher Permit - New In State  
Requested Effective Date: 7/1/2024    Will Expire: 06/30/2027  
Teaching Fields: There are no teaching fields specified for this credential.  
Endorsements: There are no endorsements specified for this credential.

**Military Service**  
Would you like to apply for a military fee waiver?  No  
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.

**Educator Preparation**  
Select the pathway completed for this credential or area:  
I am enrolled in a course that is part of an Educator Preparation Program AND will be working in a PK-12 school as part of the course.  
063842 - Muskingum University

**Criminal History and Prior Licensure Discipline**  
Have you ever been convicted of any criminal offense (except misdemeanor traffic offenses)?  No

**You MUST disclose**

- all criminal convictions
- minor misdemeanors, misdemeanors, and felonies
- guilty pleas
- convictions based on a plea of no contest or a plea of notis contendere, including an Alford plea
- tickets or fines (non-traffic)
- felony traffic offenses

Are you currently a defendant in a pending criminal court case (except misdemeanor traffic offenses)?  No  
Have you ever participated in a criminal diversion program (except misdemeanor traffic offenses)?  No

**You MUST disclose**

- all first-time offenders programs
- all treatment in lieu of conviction programs
- any other pre-trial or diversion program

Have you ever had a criminal conviction or guilty plea sealed or expunged (except misdemeanor traffic offenses)?  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?  No

**You MUST disclose**

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

**Ohio Resident**  
Have you lived continuously in Ohio for the past five years?  Yes

**Required Application Signatures**  
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

Print  
Pay and Submit Application \$  
Cancel

**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 "Pay and Submit Applications". Inside this modal, there is a section for "Credential Applications Payment" with the following table:

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

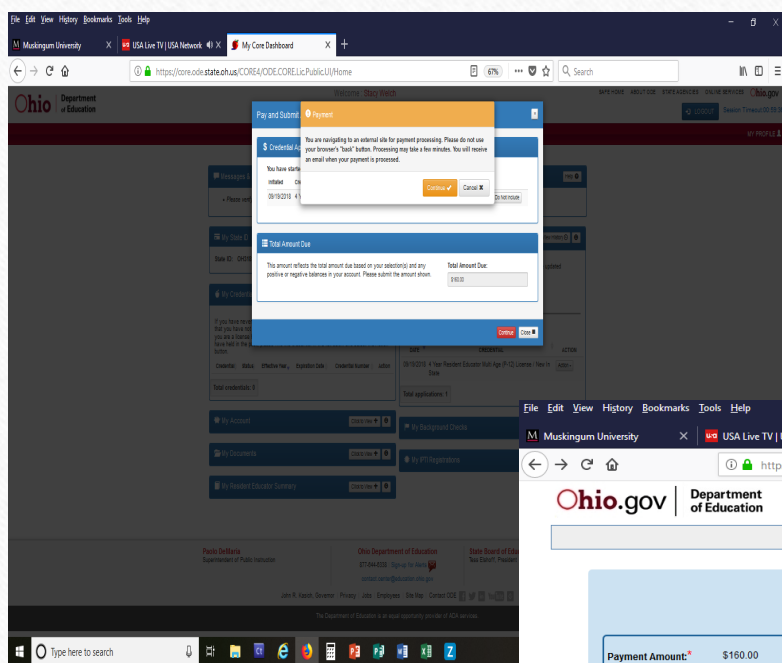
Below the table is a "Total Amount Due" section with a text box containing "\$160.00". At the bottom of the modal, there are two buttons: "Continue" and "Close". A red arrow points to the "Continue" button.

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.

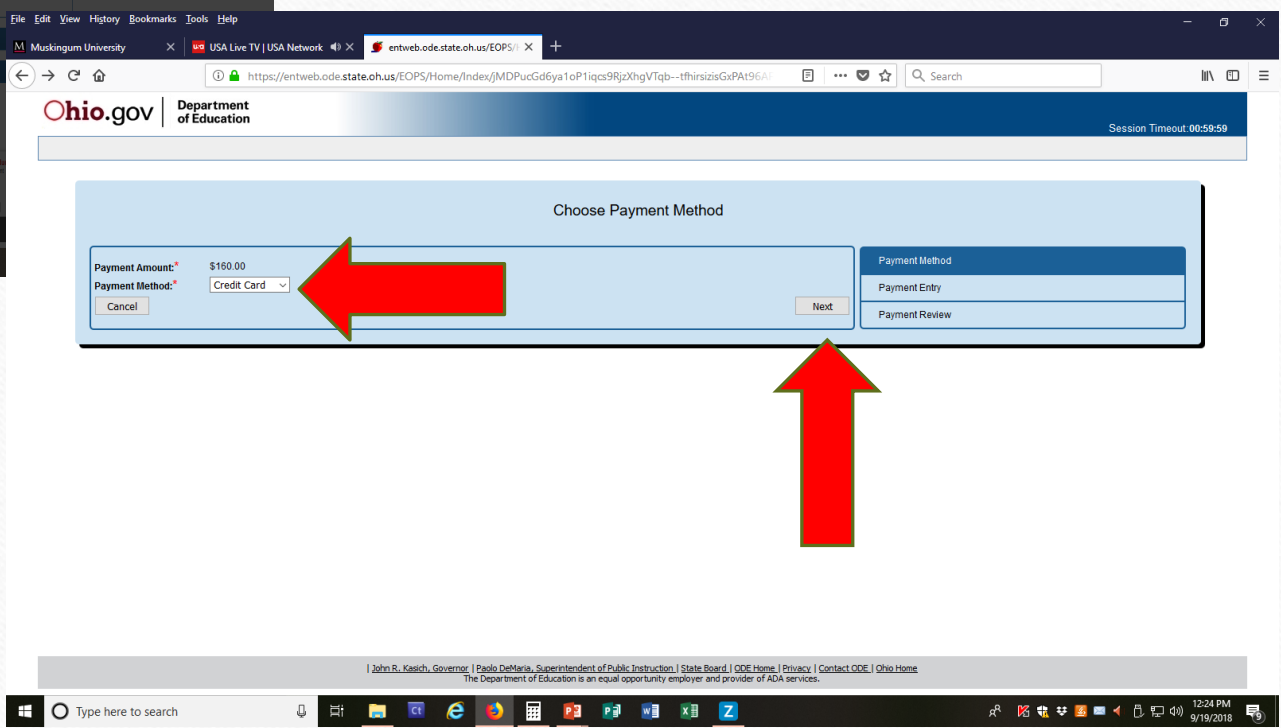


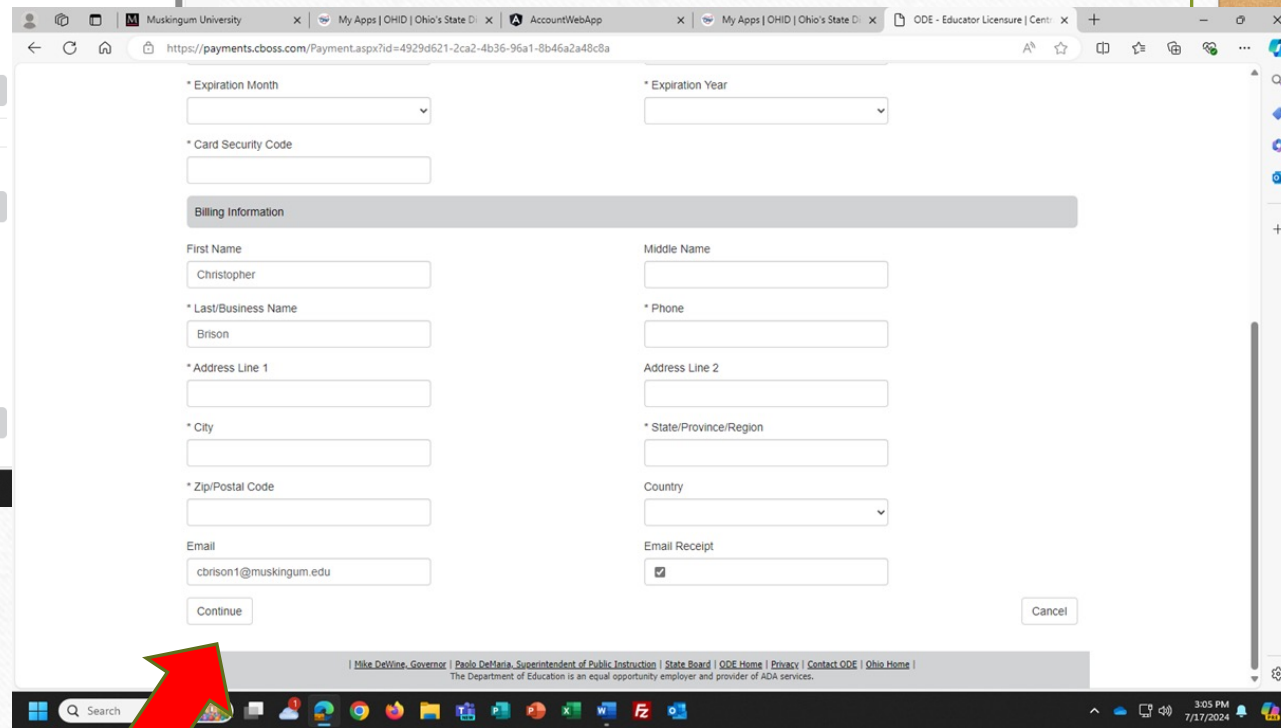
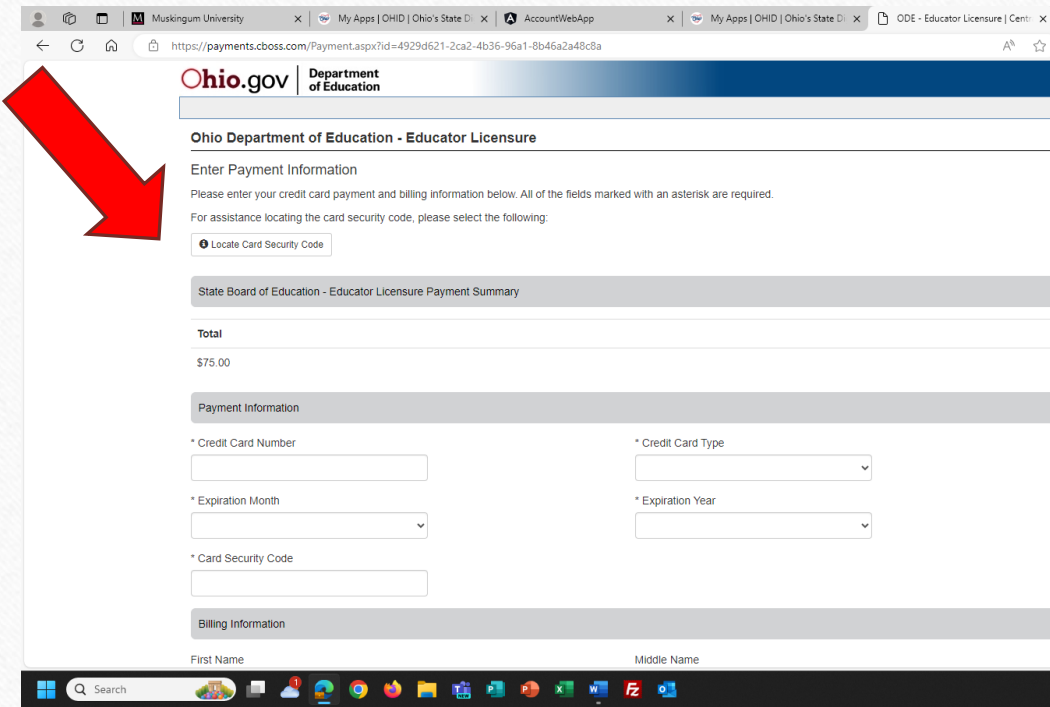
## Payment:

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.

**Note:** if this is not completed, the application has **NOT** been submitted to the university for approval.



- This screen will provide success 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\*.
- \*if you application appears in this box, you have not submitted the application.

The screenshot shows a web browser window displaying the Ohio Department of Education's payment confirmation page. The page title is "Ohio Department of Education - Educator Licensure". The main heading is "Successful Payment", followed by a message: "Your credit card payment has been successfully authorized. Thank you for using the Central Payment Portal online payment processing system. This page will serve as your receipt. Please print this page for your records and note the confirmation number below." A "Print Receipt" button is visible. Below this is a section titled "State Board of Education - Educator Licensure Payment Summary" which contains a table with the following data:

Payment Status	Confirmation Number	Authorization Date
Authorized	1495481	7/17/2024 3:07:49 PM

Below the table, the "Total" amount is listed as \$75.00. The "Payment Information" section includes fields for:

- \* Credit Card Number: \*\*\*\*\*3285
- \* Credit Card Type: MasterCard
- \* Expiration Month: \*\*\*\*
- \* Expiration Year: \*\*\*\*
- \* Card Security Code: \*\*\*

The browser's address bar shows the URL: https://payments.cboss.com/Payment.aspx?id=4929d621-2ca2-4b36-96a1-8b46a2a48c8a. The Windows taskbar at the bottom shows the time as 3:07 PM on 7/17/2024.

**You have now completed the application for the Pre-Service Teacher Permit. This information will go to the E-Signer of the University for approval. The E-Signer will verify you have current BCI/FBI checks on file before approving your application.**

**If your background checks are over a year old, an email will be sent to you to have them redone as soon as possible. This permit is required to complete any field hours required by courses at the university placing you in a PreK to 12 school. So, delaying its approval, will delay progress in your courses.**

**If you are unsure when your last background checks were completed, contact the education department. Always make sure to send them to yourself, ODE, and your university. If you can only select two places, ODE needs to be one of them. They will not accept copies.**



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