

License Renewal Process

How To Renew Your License Online

Steps:

1. Go to ODE website____
2. Log into a SAFE account. (upper right hand corner) If you do not have one you can register for one on ODE _____
3. Click on ODE.CORE_____
4. At the top of page click on “My Educator Profile/ My Applications” _____
5. Use drop down box and select Renew _____
6. Fill out the information _____
7. Pay Online-using credit card _____
8. Get background check
9. These are offered at the district office. Cost is \$25.00 exact cash or check.
10. Give a copy of your official transcript to your LPDC representative. Once your course work matches your IPDP goals your transcript will be returned to you. _____
11. Once you are approved by LPDC and information online is completed the E-signer will approve your application.
12. ODE will send you an approval that it is renewed.
13. After your license is renewed create a new IPDP online.
14. Professional Development will not count toward a new license until new IPDP has been created.

IMPORTANT NOTE:

Early renewals are especially important due to large numbers of applications in the summer months.

- BCI/FBI background checks could easily be delayed during the summer
- BCI/FBI background checks must be completed before license applications can be approved by ODE
- Current teaching licenses must be received by the district office by September – any delay could, and will, force the treasurer’s office to withhold paychecks.

The status of Ohio educational licenses and applications for renewal can be accessed through ODE, by setting up a secure SAFE account.