

Tutorial: Renewing Your License

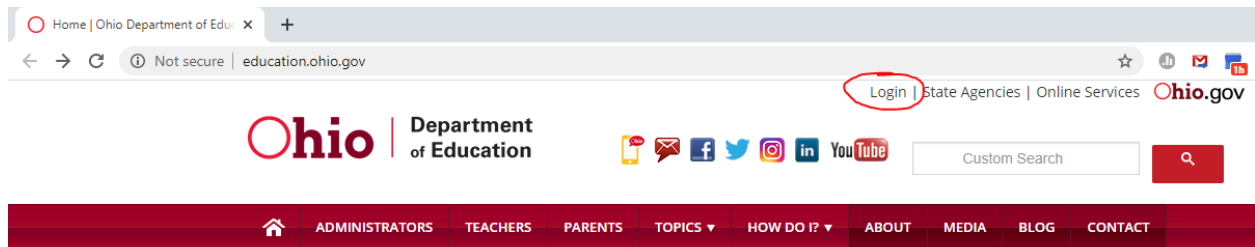
Purpose: To reduce the amount of waste paper (and red tape), ODE has developed an electronic way to renew a license.

Materials Needed: An OH|ID account (formerly SAFE, instructions on how to create this are linked below), a credit card, a computer with a browser connected to the Internet, your job history (at least your time spent at Newton).

Note: Screen shots from this tutorial may be already out of date by the time you renew your license. If you get stuck during the application process, save your progress and see a member of the LPDC and we'll see what we can do to help you.

Procedure:

1. Visit the website <http://education.ohio.gov> and click on Login at the top of the page.



2. If you have an OH|ID account already, simply log onto your account (do not click on "MYOHIO PLATFORM"). If you do not have a OH|ID account, create one. (Instructions from the ODE can be found here: <http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help>)

3. Once you are logged into your OH|ID account, you will see your Dashboard screen which will resemble this:

Click on Sites & Applications and then Educator Licensure and Records (CORE). Then Launch the page and a new tab will open.
4. On the Educator Licensure page go to the My Credentials section.

5. By default, your list of credentials is displayed in descending order (newest license/certificate first). If it is not in this order, you can change the sort by clicking on the column headers. There should be at least one license listed with a green label that says “Issued” rather than the yellow “Expired.”

My Credentials Apply for NEW Credential + View History i

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 High School (7-12) License	Issued	2015	06/30/2020	[REDACTED]	Action
4 Year Provisional High School (7-12) Certificate	Expired	2001	06/30/20		
1 Year Temporary High School (7-12) Certificate	Expired	1996	06/30/19		

Total credentials: 3

Action Menu:

- View Credential
- Add Area
- Advance
- Align
- Renew
- Print

6. Where you see the "Action" drop down menu, go to Renew.

7. A new window will appear. Click on the drop down menu under "Effective:" and choose the latest date offered. (For example, it suggested starting on Jul 1, 2024 or Jul 1, 2025 for my renewal. I chose the 2025 date.) It will automatically fill out "Will Expire:" with a date 5 years from that date. Then click on "Start Application Process."

Start Credential Application Process ×

Credential:
5 Year Professional High School (7-12) License

You chose to: Effective: Will Expire:

Renew Please select. ▼ --

Start Application Process Close

8. The website will let you review your credentials. And then ask a lot of questions. In the section labeled "Renewal Eligibility" please select the option "Renewing through an Ohio Local Professional Development Committee"

(LPDC). (This is the required method of renewal for most employees of Ohio Schools.)”

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

9. Since you are renewing through an LPDC, you have no documents to upload. You can skip the Documents section.

10. Also, since you are renewing through an LPDC, you'll need to find us in the section labeled Required Application Signatures.

Required Application Signatures

LPDC Signature

008693 - Newton LPDC

Find Reset

You can search for "Newton" and then choose "**Newton LPDC**" from the list, or search for our IRN number, 008693.

10. In the final section on this page, you'll need to acknowledge the statement that your answers are true on the application by clicking on "Yes." At this point, you can either "Save and Exit" or "Pay and Submit Application."

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

11. In the event that you "Save and Exit" rather than continue, the next time you log into your OH|ID account, you'll have a new section on your home page.

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
02/04/2020	5 Year Professional High School (7-12) License / Renew	Action ▼

Total applications: 1

You'll be able to Edit Application from the Action drop down list.

12. It's payment time! You'll need a credit card to pay for the application. You are charged at the time of applying, not at the time of approval, so budget wisely! You can leave the page at this point and return later. Or you can check the box under "Select and pay" and then click on the button which says "Pay and Submit Application" (If you have more than one license to renew, you should wait, renew those, then select all of your licenses at once. I suspect the button's dollar value will change to indicate your total fee.)

13. Once you agree to go to the external site to pay for your license, follow the instructions.

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.

Continue ✓
Cancel ✕

You can do e-check or credit card. No idea what the e-check page looks like (you probably need a bank routing number, etc.) but the credit card page is pretty straight forward. I'd recommend checking "Email receipt" in order to

get a receipt emailed to you. Note: there is a \$3.50 processing fee for any credit card payments.

14. You can check back with your SAFE account later to see the progress of your application. Just visit the My Applications section and it should let you know the current state of your application.

NOTE: Licenses are now electronic, not paper. So you will not receive a paper license unless you request one. The school (well, Brenda Walker) will be informed once your license is renewed.

Regarding your fingerprinting and FBI checks, Brenda Walker will likely be emailing you once she's sent the list of renewing staff over to the Miami County ESC. Then you can head over to the ESC (2000 West Stanfield Road, Troy, OH 45373) and they'll scan your fingerprints and run the FBI check. Newton will pay the cost of this process. Be sure to wait till she's contacted you, however, or they won't know to not charge you. The LPDC has no actual responsibility over this part of the process, so direct any questions you have to Brenda.