

Hancock County Local Professional Development Committee
Instructions for Renewing an Educator License Online

PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING

- 1.) The employee should check the dates of his or her last fingerprinting to determine if the fingerprints are due to be completed, again, now. Fingerprinting may be done through Owens Community College or the Hancock County Educational Service Center. It is recommended you call ahead to check their schedule of availability. Your fingerprints must be redone in Ohio every 5 years, and if you need new fingerprinting, we recommend starting with this step. Make sure the fingerprinting is sent electronically to the Ohio Department of Education.
- 2.) Every employee must have a SAFE account through the Ohio Department of Education in order to access the online licensure renewal process. If you do not have a SAFE account, go ahead and create one. Be sure to record your username and password somewhere safe for future reference.
- 3.) Once you have a SAFE account, go to the Ohio Department of Education website, <http://education.ohio.gov/>. At the top of the ODE website, click on SAFE, and log-in to your SAFE account.
- 4.) On the list of information you have access to, click on ODE.CORE.
- 5.) On the new screen, look at the box on the top right "My Credentials." Click where it says, "You have Credential(s) to Renew".
- 6.) Use this screen to view and renew your credential. If you have more than one area on your license to renew, complete the renewal steps for each license to renew **BEFORE** you complete the payment process. You must go through the renewal process separately for each license and then pay for all of them at the same time.

Renew Application Request - Step 1/3

If you are renewing a license, go to the drop down box on the left of your credentials, and click to change the listing to "Renew." Click the "Apply" button.

Select the correct Effective Year for the renewal. Then click on the button "Save Application and Next."

When the screen asks for you to enter the date to appear as the licensure start date, you must be in the same calendar year to request that year. For example, if you are completing your licensure renewal online in January 2016 or later, you will be able to request a licensure start date of July 1, 2016. All licenses will have a start date of July 1. You are just indicating the year to start the license.

However, be careful with the year you enter. If you are renewing a license online in January 2016, and you accidentally enter a start date of July 1, 2015, you will lose a full year on your five year license.

Background Checks and Signatures - 2/3

- 8.) On the Background Checks and Signatures page you might need to use your mouse to move the screen over so you can see the available responses on the far right of the screen. The yes/no buttons to click on for this list are on the far right. Answer all of the questions.
- 9). Signatures: Click the magnifying glass on the left next to "Select Organization". This will take you to a new window. Use the following IRN: 013783 to get the Hancock County LPDC to come up on the new window. Click the Hancock County listing and it will automatically populate the signature box on the application.

Continue to answer the questions.

Click the box under Applicant Signature.

Click the "Save Application and Next" Button

Application Documents - Step 3/3

This is not required for a renewal. You should send your transcripts, contact hours, ceu's etc. to the Hancock County LPDC Chair, Kevin Haught at haughtk@ag.noacsc.org.

"Click Save Application and Done" at the bottom of the screen.

My Applications

This is the payment page. IF you only have one license to renew, proceed down and click on the Green \$ to complete your payment.

If you have more than one license to renew, click "My Credentials" and repeat the process for the other license(s) you need to renew.

You should now have all of the licenses you need to renew visible on the payment page. Click the check boxes next to the license applications you wish to pay for. Then select the "Select and Pay" button.

Once you click those buttons, the large grey button just above that will be activated. The button has a shopping cart in it with the amount you need to pay for your selected Applications. License costs are \$200 for the first license and \$20 for each additional license.

My Account

Click the appropriate grey box with green outline to complete your payment.

You will be redirected to a payment page. You will need a credit card. Follow the steps.

My Application

Check here that your Application Status is "Received".

The system will now generate an e-mail to the LPDC Chairperson for them to approve and sign the application. You will receive an e-mail once that has been completed.

Licenses are no longer mailed from ODE. You will receive your license via e-mail.

- 10.) If you have any questions, contact your district representatives for the Hancock County Local Professional Development Committee, or contact Kevin Haught.