

Directions for ODE Online Licensure Applications – Teaching License Renewal
Once you apply for your renewal, you have 60 days to complete the process.
Otherwise, ODE will charge a \$25 processing fee.

All educators now use the Connected Ohio Records for Educators (CORE) system to renew their certificates online. To access the CORE system, go to the Ohio Department of Education's website: www.education.ohio.gov.

At the top of the page is a link to login, which will direct you to the login for the OHID Portal. If you do not have an OHID Portal account, select create new account, or if currently have an OHID Portal account, enter your login information.

Next, the My Apps section of the OHID homepage is displayed. Click the tile for the ***Ohio Department of Education Profile Setup***. The terms of agreement and conditions for the application will then pop up. After reading and scrolling to the bottom of the page, click ***I Agree***. After accepting the terms and conditions, click the ***Request Access*** button to access the application section.

From the My Credentials section, click ***Take Action on my Existing Credential*** (to advance or renew your current credential). Then, select ***Renew My Credential***. It is important that you select the proper credential(s) to renew if you have more than one credential. During the renewal process, you will be required to answer questions related to your residency, military service and criminal history. In addition, you will be required to electronically sign your application by selecting ***YES*** in the ***Applicant Signature*** section.

The effective date will be ***July 1, 2022***. Since you are renewing through LPDC, your application will require an electronic signature by the district LPDC (Mr. Paul Walker). Please use the Shelby LPDC IRN number, which is ***014599***.

Next, you will need to ***pay and submit*** your application. Click ***Include*** for the application(s) you wish to submit. You will see the total amount due for all selected the application(s). Click ***Continue***. A pop up box will navigate you to a secure external payment site for your online payment. Click ***Continue*** to make your payment. You will have the option of print a receipt of your transaction for your personal records. Once your payment has processed, you are returned to the Dashboard where you can review the status of your application. You will receive an email confirming the submission of your application. When your certificate has been issued by ODE, please print off a copy and send to Amanda at the BOE.

*******IMPORTANT:*******

If you are renewing with college coursework, your ***official*** transcript(s) must be in your personnel file at the board office. Your renewal will not be approved by the district until official transcripts are on file even if the hours have been approved by LPDC. If you need to order transcript(s), ask the university to send to the Board of Education Office, 25 High School Avenue, P.O. Box 31, Shelby, OH 44875. If transcripts are sent to your home, please ***do not*** open them prior to sending them to the BOE. Official electronic transcripts may also be accepted, and must be sent directly from the university or transcript provider to Amanda's email: zucker.amanda@shelbyk12.org.

If you have any questions, please do not hesitate to contact me at 419-342-3520 or extension 28511.