

2023

Licensure User Manual

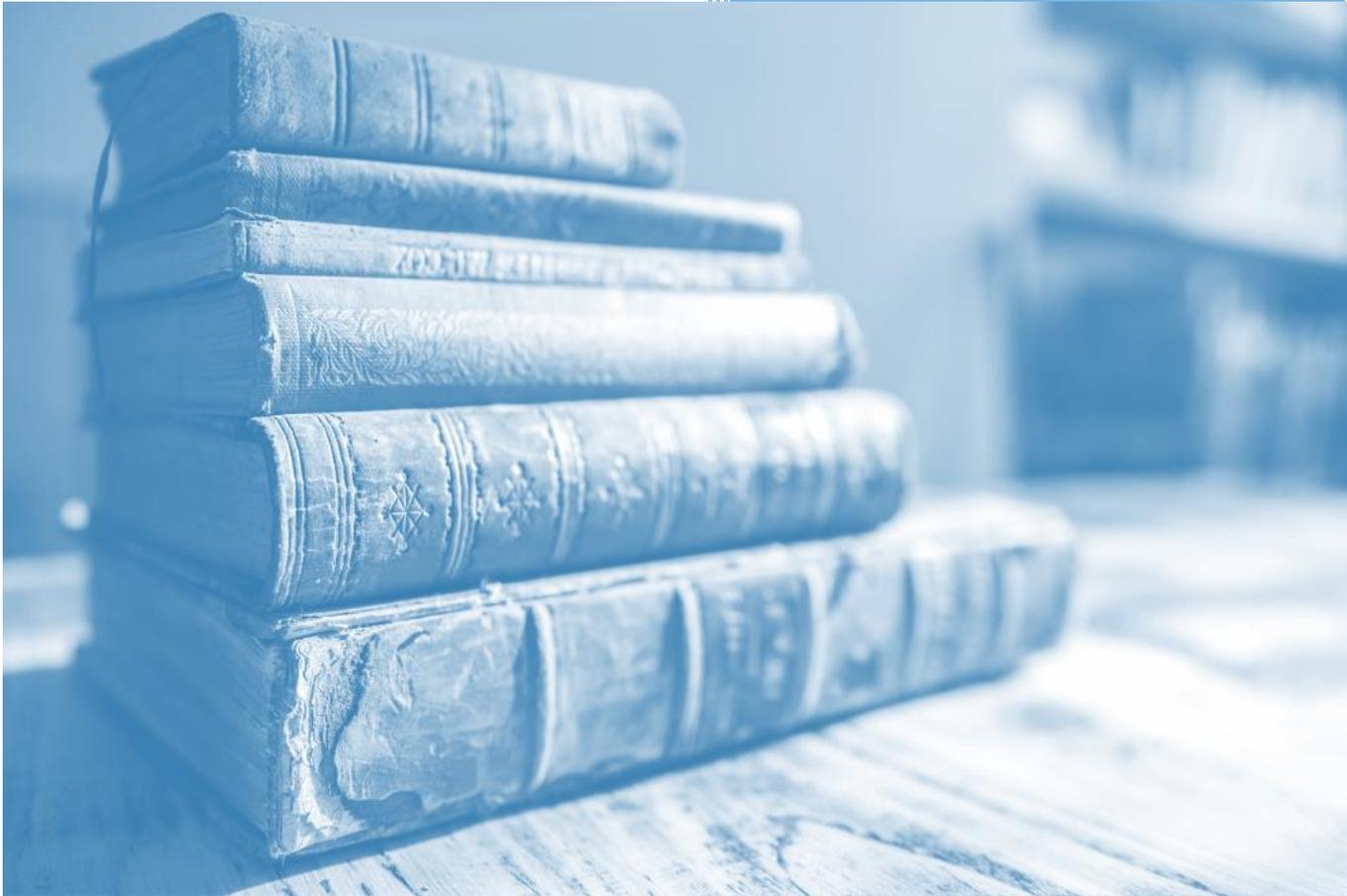


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CREATE AN OH|ID ACCOUNT

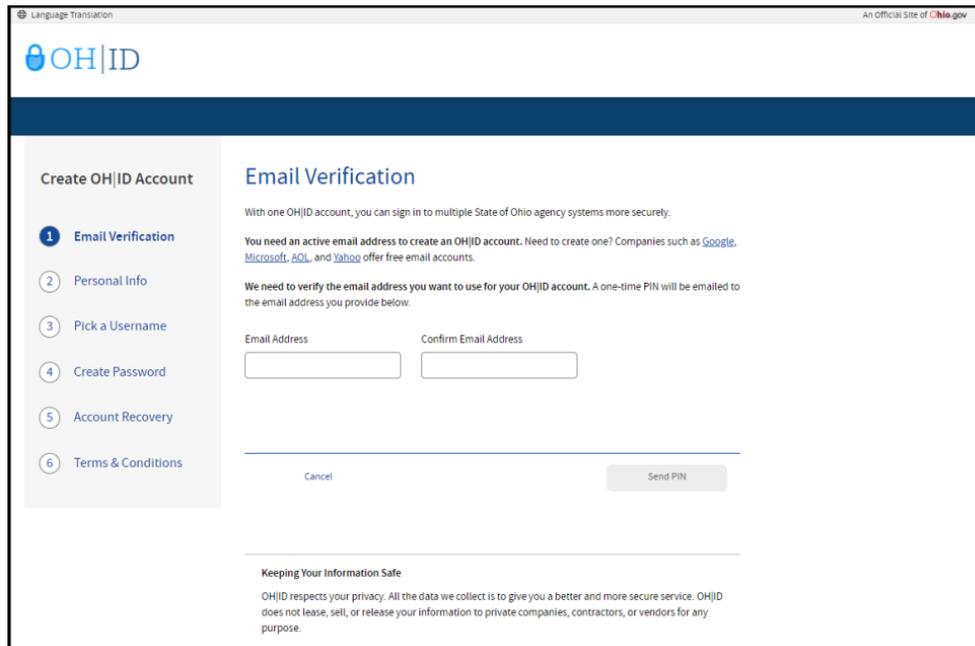
PLEASE NOTE: Users must create an OH|ID account and a Department of Education Profile to access the CORE system and submit applications for licensure. If you currently have an OH|ID and Educator State ID, you can proceed to page 18.

Begin by navigating to <https://ohid.ohio.gov> and then follow the steps below.

Step 1. Click the **Create OH|ID Account** button.

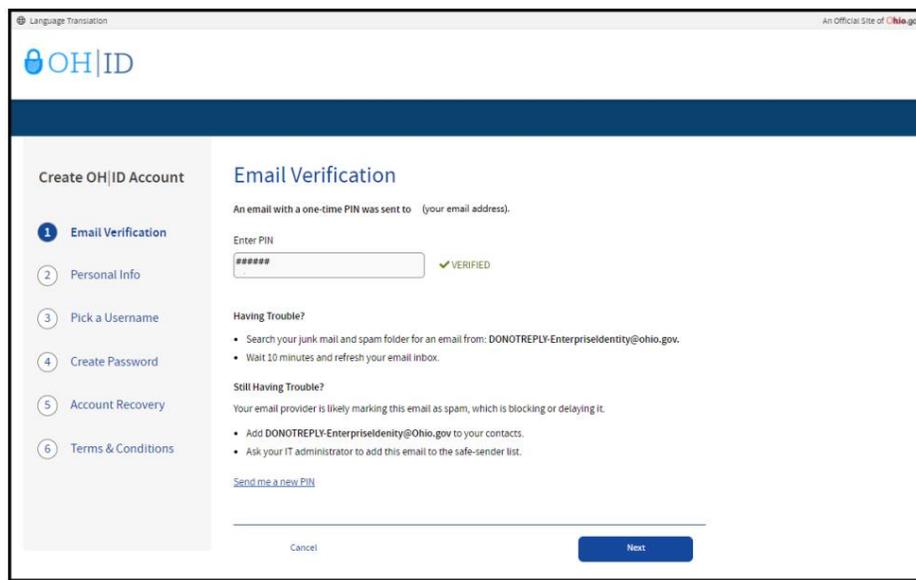
The screenshot shows the OH|ID website interface. At the top, there is a navigation bar with 'Language Translation' on the left and 'An Official Site of Ohio.gov' on the right. The main header includes the OH|ID logo, navigation links for 'SECURITY', 'DEVELOPERS', 'HELP', and 'MANAGE OH|ID ACCOUNT', and a user profile icon. The main content area features a dark blue banner with the text 'Secure access to State of Ohio services' and a 'Create OH|ID Account' button. An orange arrow points to this button. To the right, a white login form is overlaid, containing fields for 'User ID' and 'Password', with links for 'FORGOT YOUR USER ID?' and 'FORGOT PASSWORD?'. Below the banner, three icons represent 'Simplified Experience for Users', 'Reduced Costs for Agencies', and 'Enhanced Security for Everyone'. A footer section contains a question: 'Are you interested in providing a more secure, private, and enhanced experience for your users?' with a link to 'Learn more about onboarding to OH|ID'.

Step 2. Enter your email address. Click **Send PIN** to have a one-time only PIN sent to the email you provided for verification.



Step 3. Enter the PIN you received in the pop-up window and click **Verify**. If you did not receive an email, check to make sure your email address is typed correctly and search your junk and spam folders. The system-generated email usually arrives within a few seconds but may take up to several minutes. If necessary, click **Send New PIN** to invalidate the previous PIN and send a new one to your email.

Once your email is verified, click **Next**.



Step 4. Enter your personal information and click **Next**.

The screenshot shows the 'Personal Info' step of the OH|ID account creation process. On the left, a vertical sidebar titled 'Create OH|ID Account' lists six steps: 1. Email Verification (checked), 2. Personal Info (highlighted), 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Personal Info' and contains four input fields: 'Legal First Name', 'Legal Last Name', 'Date of Birth' (with a 'mm/dd/yyyy' placeholder), and 'Last 4 digits of SSN (optional)'. A note below the date field reads: 'Be sure to use your real date of birth, you may need it for account recovery later.' At the bottom, there are 'Cancel' and 'Next' buttons.

Step 5. Create a username for your OH|ID account and click **Next**.

The screenshot shows the 'Pick a Username' step of the OH|ID account creation process. The sidebar on the left is updated: 'Email Verification' and 'Personal Info' are checked, 'Pick a Username' is highlighted, and 'Create Password', 'Account Recovery', and 'Terms & Conditions' remain unselected. The main content area is titled 'Pick a Username' and features a section for 'Username Requirements' with a bulleted list: 'Must be between 6-64 characters', 'Cannot start or end in a special character', 'Cannot contain only numbers', and 'Only . _ - or @ No other special characters'. Below this is a single 'Username' input field. At the bottom, there are 'Cancel' and 'Next' buttons.

Step 6. Create a password for your OH|ID and click **Next**.

The screenshot shows the 'Create Password' step in the OH|ID account creation process. On the left, a sidebar lists the steps: Email Verification, Personal Info, Pick a Username, **Create Password** (highlighted with a blue circle and number 4), Account Recovery, and Terms & Conditions. The main content area is titled 'Create Password' and includes 'Password Requirements' with a bulleted list:

- Must have at least 8 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$#,%@~^&*~+=><(){}[]%";:~\/?)
- Cannot include your first name, last name, username, or OH|ID
 - Example: If your name or username is John Smith, your password cannot contain "John" or "Smith"

 Below the requirements are two input fields: 'Password' and 'Confirm Password'. At the bottom, there are 'Cancel' and 'Next' buttons.

Step 7. (Optional) Enter your mobile phone number to set up your mobile/text account recovery method for your OH|ID account and click **Next**.

The screenshot shows the 'Account Recovery' step in the OH|ID account creation process. The sidebar on the left highlights 'Account Recovery' with a blue circle and number 5. The main content area is titled 'Account Recovery' and includes the text: 'Your email (emailaddress@email.com) is the main way you'll reset your password. Adding your mobile number to your account ensures that we have a way to reach you if you lose access to your email.' Below this is the section 'Set up mobile/text message account recovery' with the text: 'You will receive a PIN via text message. Message and data rates apply. [See Terms & Conditions and Privacy Policies.](#)' There is a 'Mobile Number' input field with a 'Send PIN' button. At the bottom, there is a link: 'If you choose not to add your mobile number to your account at this time, you can [skip this step.](#)' Below the link are 'Cancel' and 'Next' buttons.

You will receive a text message with a PIN. Enter the PIN in the next OH|ID Account Recovery screen and click Verify. Once it is verified, click Next.

Step 8. Read and accept the **Terms and Conditions** and answer the **Verification Question**. Then click **Create Account** to submit the request. You will receive an email confirmation when your account is created. This email will include the username you created.

Language Translation

OH|ID

Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- ✓ Create Password
- ✓ Account Recovery
- 6 Terms & Conditions

Terms & Conditions

In order to proceed with creating your account, you must agree to the following terms and conditions.

By clicking "I Agree" and creating an OH|ID account, you consent to use electronic signatures with the State of Ohio and receive communications in electronic form.

If you use this site, you are responsible for maintaining the confidentiality of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right, in the event of a violation of law or State of Ohio policy, or as a result of any suspicious activity occurring on your OH|ID account, to refuse service, terminate accounts, remove or edit content on ohid.ohio.gov, or cancel transactions related to your OH|ID account.

I Agree

Confirm you are not a robot

What is forty six thousand and fifty eight as a number?

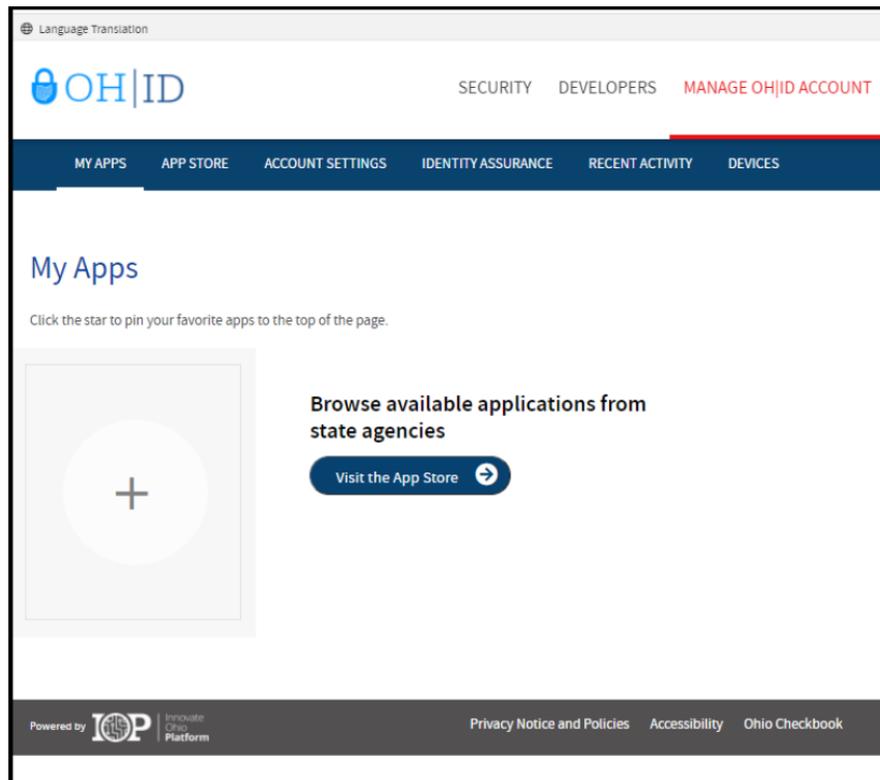
After you click **Create Account**, you will see a prompt to check the email address you provided when setting up your OH|ID account. Click **log in to OH|ID** to access your OH|ID account login screen. The username and password you created should already be filled in for you. If not, enter the information and click **Log in**.

Your next step is to create a Department of Education profile or link your new OH|ID account to your existing Department of Education profile. Please proceed to the *Department of Education Profile Setup* section of this manual for instructions.

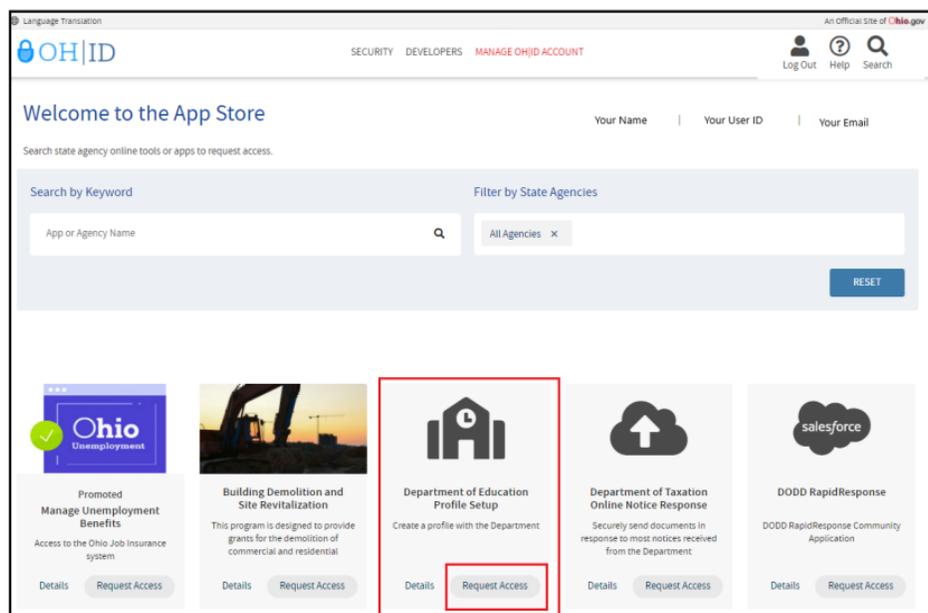
DEPARTMENT OF EDUCATION PROFILE SETUP

You will create your Department of Education profile (or link to your existing Department of Education profile) after setting up your OH|ID account. Go to <https://ohid.ohio.gov> to log in to your OH|ID account and select **Sites & Applications** in the blue ribbon at the top of the screen. Then follow the directions below.

Step 1. Click **Visit the App Store**.



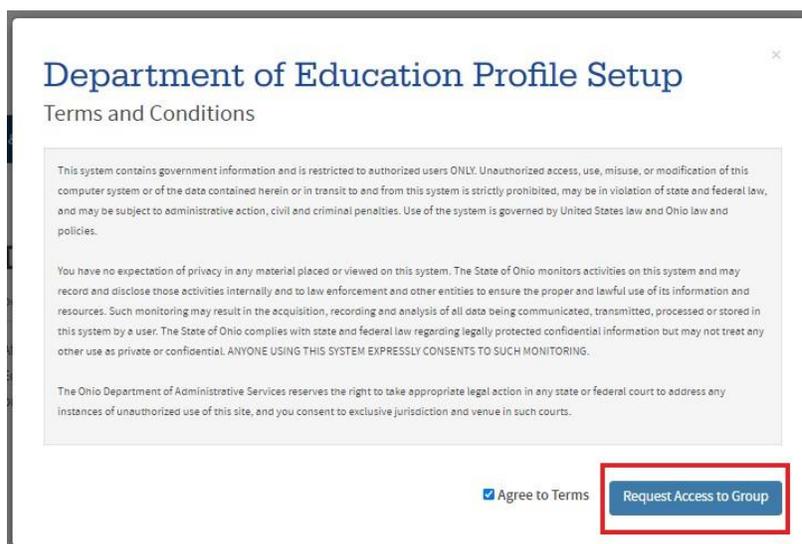
Step 2. Click **Request Access** in the Department of Education Profile Setup app tile.



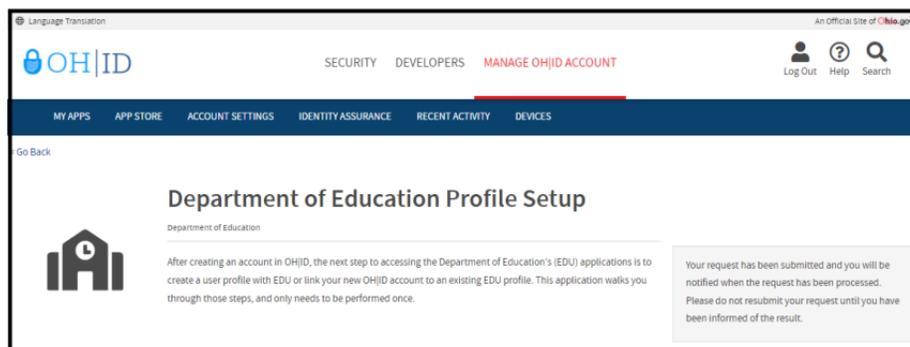
Step 3. Click **Request Access to Group**



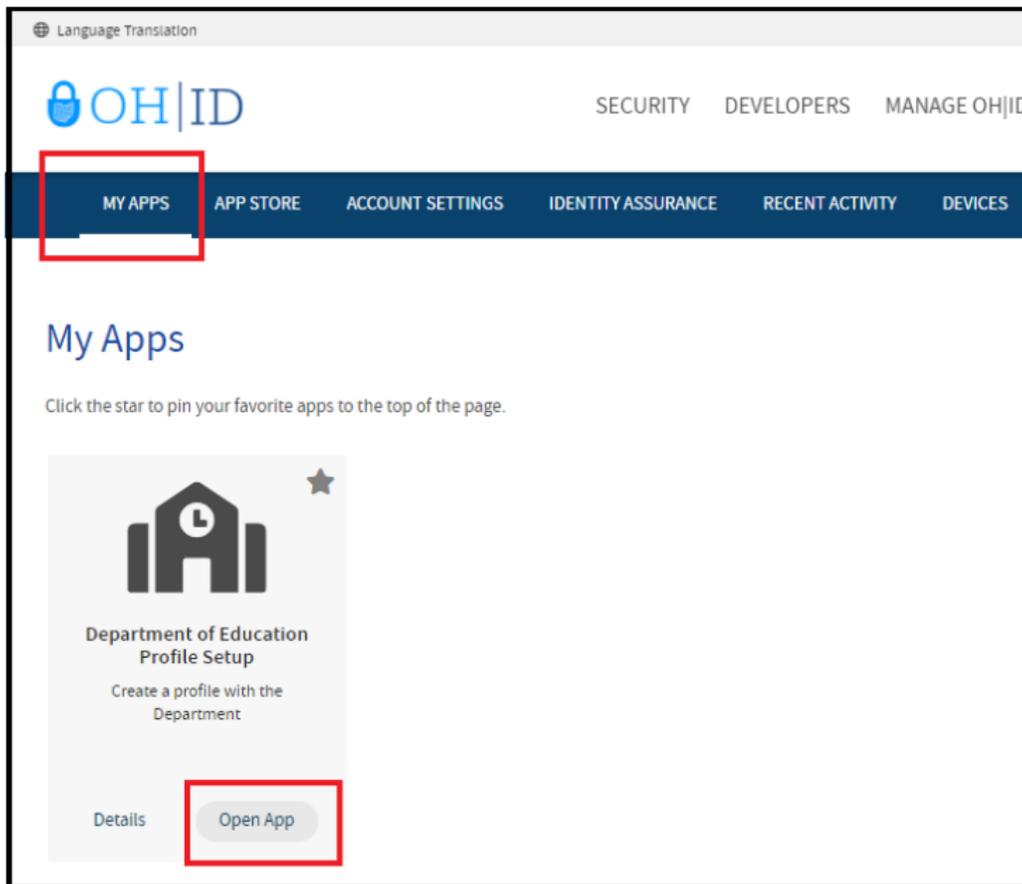
Step 4. A pop-up will appear containing the Terms and Conditions. Check the box next to **Agree to Terms** and click **Request Access to Group** to proceed.



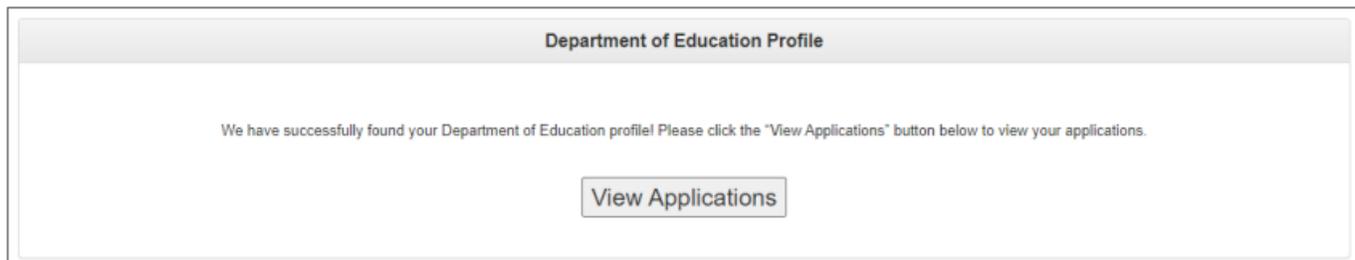
You may receive notification that your request to access the Ohio Department of Education Profile has been submitted. Check the email you used when setting up your OH|ID account to verify your request has been granted.



Step 5. Once you receive the email verifying your request has been granted, click My Apps on your OH|ID dashboard. Then click Open App in the Department of Education Profile Setup tile

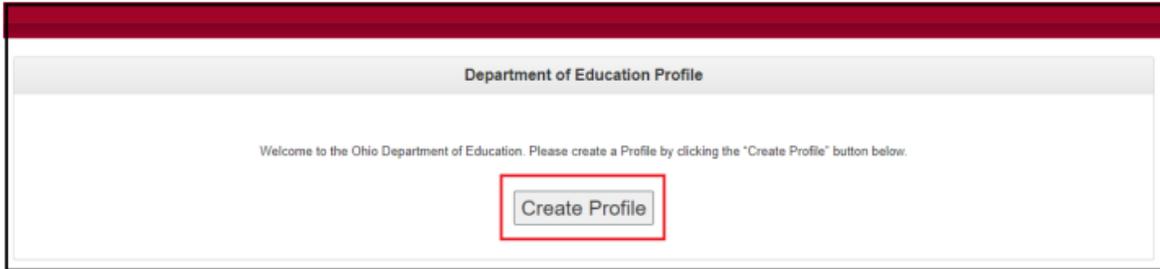


Step 6a. If a Department of Education profile is found, you will be prompted to view your Department of Education apps.



You are now ready to access the CORE system. Please proceed to the *Access the CORE System* section of this manual.

Step 6b. If a Department of Education profile is not found, click **Create Profile** to create your Department of Education Profile.



Step 7. Complete the Department of Education Profile Creation Pages and click **Next** at the bottom of each page.

The screenshot displays the "DEPARTMENT OF EDUCATION PROFILE CREATION PAGE". At the top, there is a navigation bar with the Ohio Department of Education logo and links for Home, About ODE, State Agencies, Online Services, and Ohio.gov. A "CONTACT US" link is also present in the top right. The main content area starts with a question: "Which role best applies to you?" followed by a note "(Multiple roles can be selected)". Below this are five radio button options:

- I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit
- I am a parent, signing up for College Credit Plus program
- I am an adult student applying for the Adult Diploma or Adult 22+ Programs
- I am a parent, signing up for Scholarship program
- Other reasons such as Scholarship Provider

 The next section is "Basic Information", which includes instructions: "Please enter the following information exactly as it appears on your identity verification document. Click here for a list of acceptable verification documents." Below the instructions are several input fields:

- FIRST NAME:** A required field with a red border and a red error message "First name is required" below it.
- MIDDLE NAME:** An empty text input field.
- CURRENT LAST NAME:** A required text input field.
- PREVIOUS LAST NAME:** An empty text input field.
- SSN4:** A required text input field. To its right, there is a link: "Why does ODE ask for this? What if I don't have a SSN?"
- BIRTH DATE:** A required text input field.

 At the bottom right of the form, there is a blue "NEXT" button.



[Home](#) | [About ODE](#) | [State Agencies](#) | [Online Services](#) | [Ohio.gov](#)

CONTACT US

DEPARTMENT OF EDUCATION PROFILE CREATION PAGE

Contact Information

Home - Physical Address

ADDRESS LINE 1:
Required

ADDRESS LINE 2:
Optional

CITY:
Required

STATE:
Required

 ▼

ZIP:
Required

ZIP4:
Optional

PHONE NUMBER:
Required

Home - Mailing Address

IS MAILING SAME AS PHYSICAL?

ADDRESS LINE 1:
Optional

ADDRESS LINE 2:
Optional

CITY:
Optional

STATE:
Optional

 ▼

ZIP:
Optional

ZIP4:
Optional

Identity Verification Information

OFFICE EMAIL ADDRESS
Optional

HOME EMAIL ADDRESS
Required

CONFIRM OFFICE EMAIL ADDRESS
Optional

CONFIRM HOME EMAIL ADDRESS
Required

OHIO DRIVER LICENSE OR STATE OF OHIO ID NUMBER:
 or

[Click here for a list of acceptable verification documents.](#)

Account Information

I agree to Ohio Department of Education [Terms of Service and Privacy Policy](#)

Step 8. After you have completed the Department of Education Profile Creation pages, you will receive a validation code in a confirmation email. Enter the information requested, including the validation code, in the confirmation dialog box and click **Continue**.

You are now ready to access the CORE system. Please proceed to the *Request an Educator State ID* section of this manual.

REQUEST AN EDUCATOR STATE ID

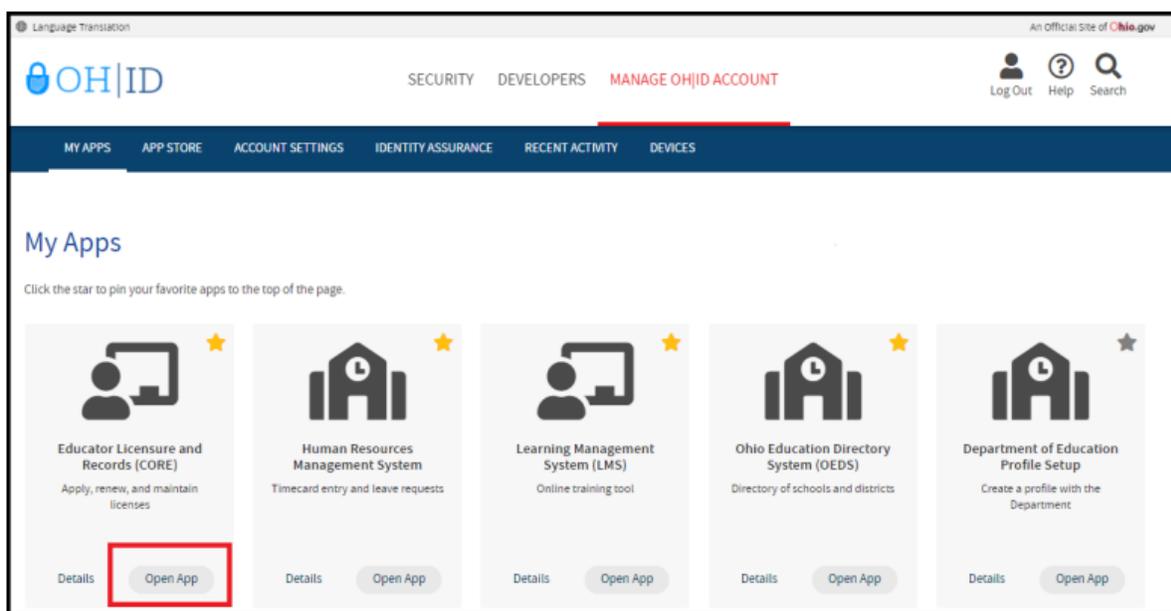
The Ohio Department of Education creates and assigns Educator State ID numbers to individuals for use in the CORE system. The Educator State ID is necessary to complete an application for licensure. Educator State IDs also help Department staff identify and eliminate the occurrence of duplicate records in the Department's database.

Please complete the following steps to request an Educator State ID:

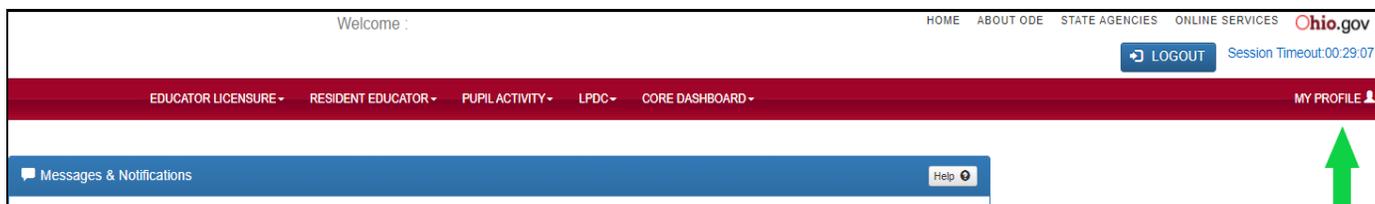
Step 1. First, you must have an OH|ID account and create a Department of Education Profile. If you have not completed these steps, please follow the instructions beginning in the *Create an OH|ID Account* section of this manual.

Step 2. After you have created an OH|ID account and Department of Education Profile, navigate to <https://ohid.ohio.gov> and log in to your OH|ID account.

Step 3. Click the **Educator Licensure and Records (CORE)** tile under **My Apps** where you will complete your application requests.



Step 4. Click **My Profile** in the red ribbon at the top of your CORE Dashboard.

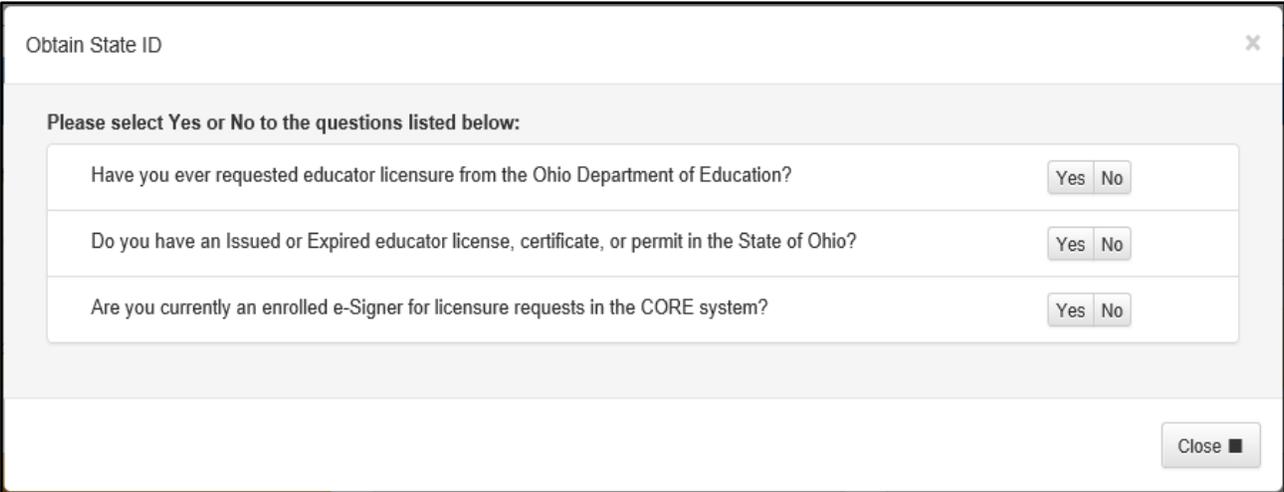


Step 5. Click **Obtain Educator State ID** and answer the questions in the pop-up box. If you answer **Yes** to any of these questions, you already have an Educator State ID. You may be prompted to select an account that matches your demographic information. Once you have answered all the questions correctly, your Educator State ID will be assigned automatically and appear on your CORE Dashboard under **My Educator State ID**.

Please note: If you are a credentialed educator in the State of Ohio, you already have an Educator State ID. You will see it on your CORE Dashboard under **My Educator State ID** and in My Profile under **Educator State ID**.

IF you are a credentialed educator in the State of Ohio **and** the **Obtain Educator State ID** button appears, you may have a duplicate record. This requires maintenance in the Department's data system.

DO NOT click Obtain Educator State ID if you are a credentialed educator. Please contact Educator Licensure Customer Support at Educator.Licensure@education.ohio.gov to correct the duplicate records.



Obtain State ID

Please select Yes or No to the questions listed below:

Have you ever requested educator licensure from the Ohio Department of Education?	Yes No
Do you have an Issued or Expired educator license, certificate, or permit in the State of Ohio?	Yes No
Are you currently an enrolled e-Signer for licensure requests in the CORE system?	Yes No

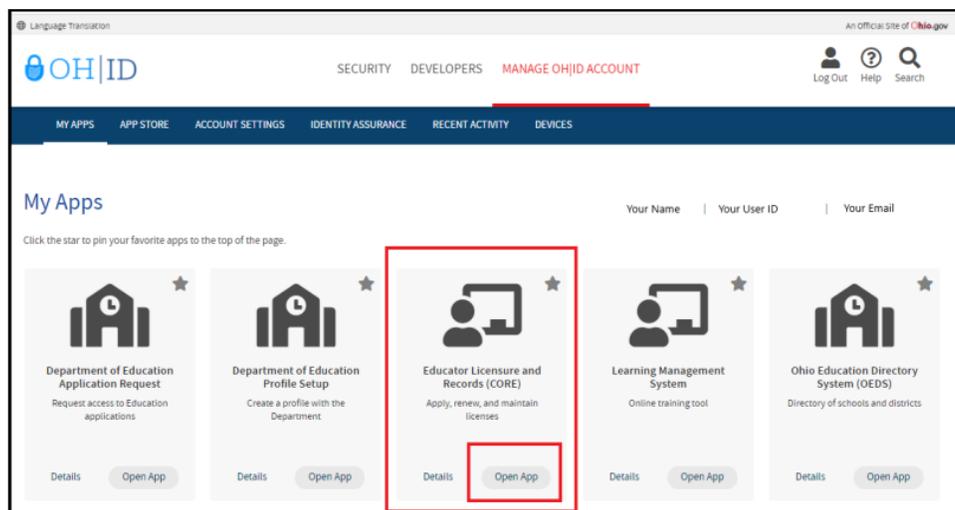
Close

You are now ready to access your CORE Dashboard and submit an application for licensure. Please go to the **CORE Dashboard** section of this manual for important information regarding your CORE Dashboard.

ACCESS THE CORE SYSTEM

Once you have set up your OH|ID account and created your Department of Education profile, you may log in and access the CORE system.

Step 1. Begin by navigating to <https://ohid.ohio.gov> and log in to your OH|ID account. Then click **Open App** in the Educator Licensure and Records (CORE) app to access your CORE Dashboard where you will complete your application requests.



Please note that if you have never been issued an Educator State ID number before, you must complete the process and obtain one before you can submit an online licensure application. See the *Request an Educator State ID* section of this manual before continuing.

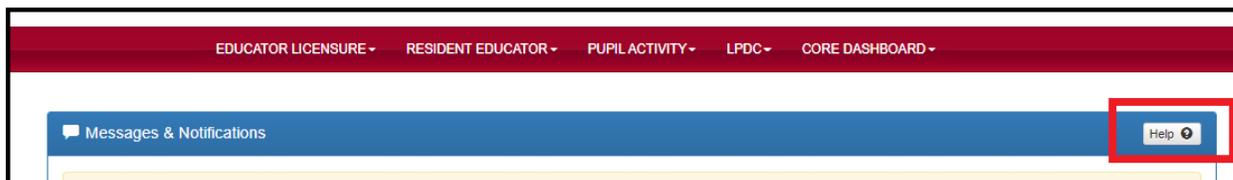
Since you have created your Department of Education profile, the Department of Education's apps may have already populated under **My Apps**. If the App is not on your dashboard, you may need to add by going to the App Store in the blue ribbon at the top of the page. To easily find, type *Educator Licensure and Records (CORE)* in the search box and press the Enter key.

CORE DASHBOARD

Your CORE Dashboard allows you to access the features in CORE. The items that appear on your CORE Dashboard are customized to you. The red ribbon at the top of the page will indicate access areas based on your unique user role(s).

DASHBOARD FEATURES

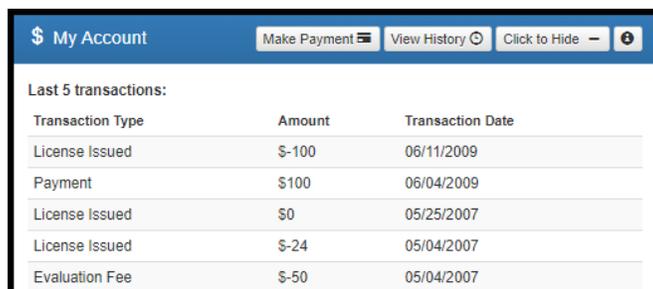
- The **Messages & Notifications** box at the top of the page displays the most recent notifications that may affect you.
- The **HELP** icon in the blue ribbon at the top of the **Messages & Notifications** box links to a list of helpful resources including contact information for the Office of Educator Licensure.



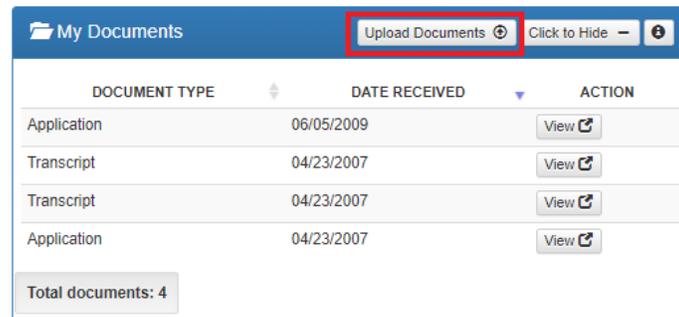
- **My Credentials** displays your active and historical credential information. From this section, you may begin an application for a new license or renew, advance, align or transition currently held licenses. You also may download and print a copy of your active credential. **NOTE:** You must click **View History** to see a full list of your credential history.



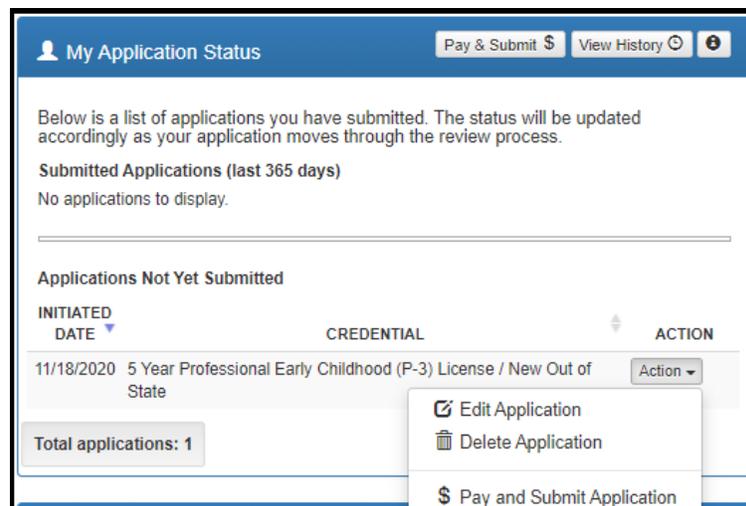
- **My Account** displays your payment history and current account balance. You may make a payment from this section. Submitting a payment is easy with the secure, online system that accepts credit cards and electronic checks (e-checks) for licensure applications. You may also request a refund if you have a positive balance available that you will not be applying toward a future application.



- **My Documents** displays documents you have uploaded to your account. You may upload required transcripts and other documents by clicking **Upload Documents** and following the prompts.



- **High Performing Educator Summary** displays your eligibility criteria information for the consistently high-performing teacher designation.
- **My Application Status** displays the status of your application(s). You may check the status of an application you submitted or edit, delete or submit an application you began previously. You may only edit or delete an application you have not yet submitted. Click **Action** next to the credential application you need to edit. You may change any information except the type of credential you requested. You may also and pay and submit an application you previously started. If you requested the wrong credential, you must delete the application request and start a new one. Note that submitted applications cannot be deleted. If you submit an application in error, please contact the Office of Educator Licensure to have it declined.



- **My Background Checks** displays the history of BCI and FBI background checks that have been reported to the Department of Education.
- **My Resident Educator Summary** allows Resident Educator and Alternative Resident Educator license holders to view their progress in the Resident Educator program and the results of any Resident Educator Summative Assessment scores.
- **Assessment Data** displays your licensure exams that have been reported to the Ohio Department of Education.

SUBMIT AN APPLICATION

APPLICATION INFORMATION

During the application process you will be prompted to provide information related to your licensure request. All applications will include some basic questions regarding your Ohio residency, eligibility for the military fee waiver and criminal history. Additionally, you must electronically sign your application by selecting **Yes** in the **Applicant Signature** section. Please see below for information regarding some prompts you may see in your application.

- **Effective Date.** You will need to select an effective year for your license or permit during the application process. **Note that all credentials will be “effective” on July 1 of the chosen effective year.**
- **Required Signatures.** If your application requires approval from an employing school, district, educational service center or from an Ohio college or university, you must enter the Information Retrieval Number (IRN) provided by the organization or the name of the organization. Select the correct organization by clicking the name or IRN in the list that populates after you type it. You also may click **Find** and type the IRN or organization name in the pop-up box provided and click **Find Organization**. If you accidentally select the wrong organization, simply click **Reset** to clear the selection.
- **Documents.** Your application may require the submission of documents, which you may upload in your application. Please note that you may also open and view your previously uploaded documents while you are still completing your application.
- **Transcripts.** If a university transcript is required to process your application, please scan and upload your original, official university transcript in PDF format. Do not submit grade reports, photos of transcripts or unofficial transcripts. It is not necessary to resubmit transcripts already in your file. Please see the following instructions before uploading your transcripts.
 - The date your degree was awarded must be visible.
 - Include all pages of your transcript (front and back).
 - The registrar’s signature must be visible.
 - The transcript key or guide must be included.
 - Create one PDF file per university transcript (do not upload pages separately).
 - Upload transcripts from multiple universities separately (each transcript must be one PDF file).
 - Electronic transcripts may only be sent **directly from the issuing college or university** to educator.licensure@education.ohio.gov.
 - Do not submit transcripts that will expire or are password protected or locked.
 - **International Credentials:** You must provide a course-by-course analysis from a Department approved international credential evaluation service for college coursework completed outside the United States. Please see the Department’s [list of approved organizations](#)
 - If you would prefer to mail your original, official transcripts, please use the following address:
Ohio Department of Education
Office of Educator Licensure
25 S. Front Street
Mail Stop 504
Columbus, OH 43215

A Note About Bundling Applications. You may bundle multiple applications of the same license type and action and pay for all of them at once. For example, if you have multiple five-year professional licenses to renew, you may bundle them and submit one application and payment. Click **Request Additional Credential** at the bottom of the application.

APPLY FOR NEW LICENSE

You must have an OH|ID account, a Department of Education Profile and an Educator State ID to access a licensure application. If you have not completed these steps, please follow the instructions beginning in the **Create an OH|ID Account** section of this manual. Then complete the steps below to apply for a **NEW** license or permit.

Step 1. Navigate to <https://ohid.ohio.gov> and log in to your OH|ID account.

Step 2. Click the **Educator Licensure and Records (CORE)** app and launch it.

Step 3. Verify your information under **My Profile** before starting or submitting an application. Click **My Profile** in the red ribbon at the top right of the screen on your CORE Dashboard and update your information by clicking the edit icon 

- Click **Edit** in the section that needs updated and make the necessary changes in the pop-up box.
- Click **Save**.
- Click **Return to Page** when you are finished updating your information.
- Click **Go back to Dashboard** to return to your CORE Dashboard.

PLEASE NOTE: It is important to keep your information current. The Department uses the information in **My Profile** to contact applicants regarding their applications.

Step 4. Click **Apply for a NEW Credential** in the **My Credentials** section on your CORE Dashboard.



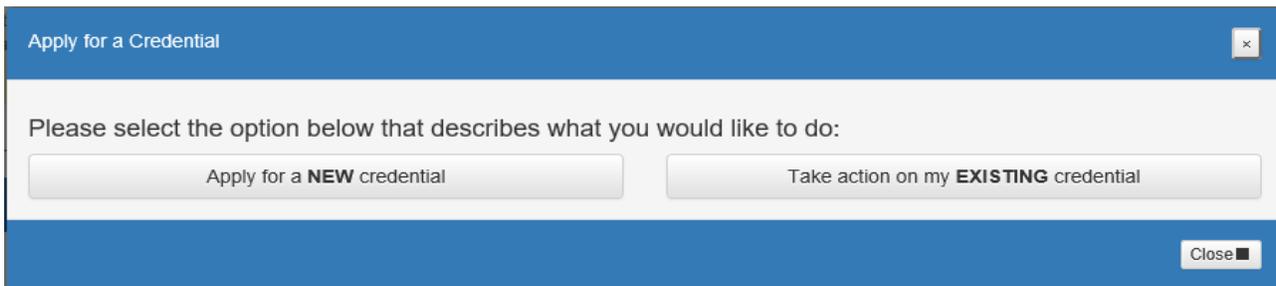
My Credentials Apply for NEW Credential + View History ?

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
5 Year Professional Adolescence to Young Adult (7-12) License	Expired	2009	06/30/2014		Action
2 Year Provisional Adolescence to Young Adult (7-12) License	Expired	2007	06/30/2009		Action

Total credentials: 2

Step 5. In the pop up box, click **Apply for a NEW credential** to begin the application for a new license or permit. **NOTE:** Do not click **Apply for a NEW credential** if you are renewing a license or permit or adding an endorsement to your existing license.



Apply for a Credential ×

Please select the option below that describes what you would like to do:

SELECTING A CREDENTIAL

The next screen is organized by categories of licenses. Click the category to view a list of available licenses. Example: Click **Substitutes** to view a list of all licenses for which a substitute teacher may apply.

Select the license type and click **Apply**.

SUBSTITUTE LICENSE

Select type of license and click Apply

Step 1. A pop-up screen will prompt you to select the credential type and effective year of your new license or permit.

Step 1b. Once you have supplied the requested information, click **Start Application Process** to begin the application.

Step 2. The next screen will be the **Requested Credentials** screen, where you will submit the information required for the licensure application. Endorsements are issued based on degree earned. **Select the endorsement that matches your degree earned.** If your degree is in education, select *Education Degree-Unlimited*. **If your degree earned does not match any of the endorsements, please select General Substitute.** **If you choose an area outside of your degree earned, ODE will reject your application.** Please call the OSTs Service Center at 216.466.6787 if you have questions.

Step 3. All applications will include some basic questions regarding your Ohio residency, eligibility for the military fee waiver and criminal history.

Step 4a. Upload any documents required for the licensure application, such as official university transcripts, military ID and so on, under the **Documents** section of the application. You may also view previously submitted documents in your account by clicking **View** next to the document. Click **Upload Documents** to begin the process of uploading your documents.

Documents Upload Documents

Please click here to determine if documents are required for this application.

The following documents may be required for your application. Please check with your school/district, or see our website for application instructions and verification of requirements for your specific licensure request.

- Out of State License Copy
- Out of State License Eligibility Verification
- Transcript
- Verification of Military Service - Military Fee Waiver Only
- Work Experience Verification
- Licensure Assessment

Application Documents

No documents to display.

Previously Submitted Documents

DOCUMENT TYPE	DATE RECEIVED	
Application	06/05/2009	View
Transcript	04/23/2007	View

Step 4b. Select the type of document you are uploading from the drop down menu under **Document Type** (Transcript, for example). Then click **Browse** to locate the document on your computer.

Upload Document for Application

If a transcript is required to process your application, please scan and upload your original, official transcript in PDF format only. We cannot accept grade reports, photos of transcripts or unofficial transcripts. It is not necessary to resubmit transcripts already on file. Please use the following system directions for uploading transcripts:

- Make sure the confer date of your degree is visible.
- Include all pages of your transcript (front and back).
- Make sure the registrar's signature is visible, and the transcript key/guide is included.
- Create one PDF file per transcript (do not upload pages separately).
- Upload transcripts from multiple universities separately (each transcript should be one PDF file).

If you are unable to upload in this manner, please mail your official transcript to our office for review:

Ohio Department of Education
25 S. Front Street, Mail Stop 504
Columbus, OH 43215

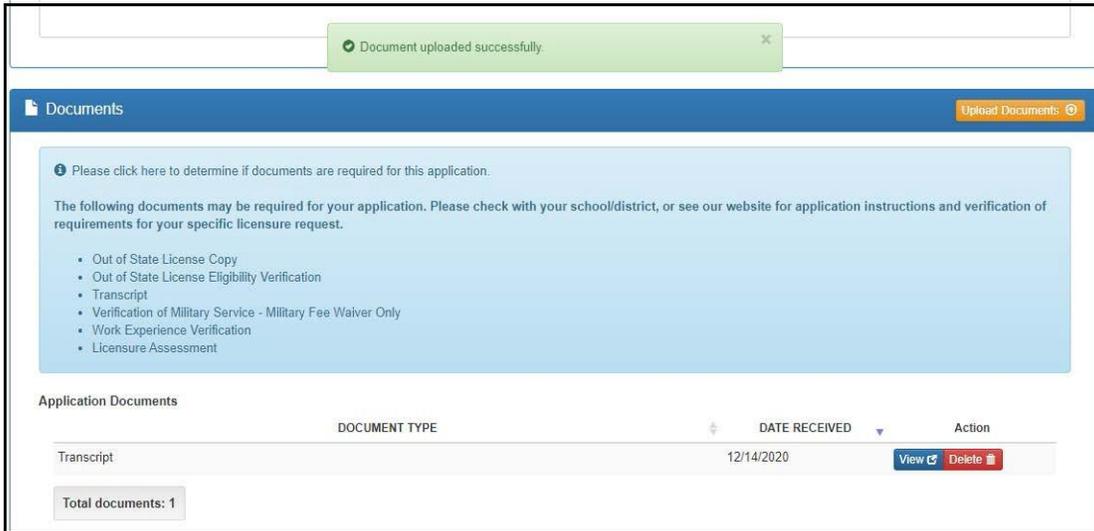
Document Type:
Transcript

Browse

Only .pdf files with a maximum file size of 3.5mb may be uploaded.

Upload **Close**

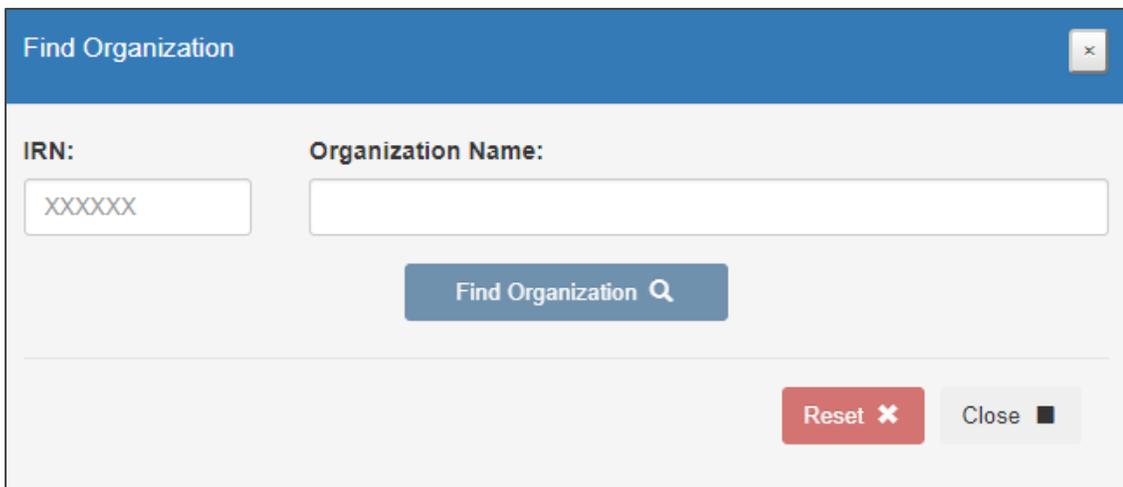
Step 4c. Select your document and click **Upload**. You will then see your uploaded document under **Application Documents**. You may view or delete the document before proceeding with the rest of the application.



Step 5a. Your application requires approval from your employer. Click **Find**.



Step 5b. Type **our IRN # 046532** in the IRN box. Click **Find Organization**.



Step 5c. A pop-up window will appear. Click on the **Select** button.

Step 6a. After you have answered all the questions and uploaded your documents (if required), click **Yes** in the **Applicant Signature** section to electronically sign your application.

Step 6b. If you are ready to submit your application, click **Pay and Submit Application**. If you are not ready to submit your application, you may click **Return to Dashboard or Save and Exit (Without Submitting)**.

You may reopen your application later to finish and submit by clicking the **Action** drop down next to the application you initiated under **My Application Status** on your CORE Dashboard. See the **Dashboard Features** section of this manual for information on editing an application.

If you clicked **Pay and Submit Application**, you will proceed to the payment section of your application. Please go to the **Application Payment** section of this manual for instructions.

APPLICATIONS FOR RENEWALS

You must have an OH|ID account, a Department of Education Profile and an Educator State ID to access a licensure application. If you have not completed these steps, please follow the instructions beginning in the *Create an OH|ID Account* section of this manual. Then complete the steps below to take action on an existing license, such as to renew or add an endorsement.

Step 1. Navigate to <https://ohid.ohio.gov> and log in to your OH|ID account.

Step 2. Click the **Educator Licensure and Records (CORE)** app and launch it.

Step 3. Verify your information under **My Profile** before starting or submitting an application. Click **My Profile** in the red ribbon at the top right of the screen on your CORE Dashboard and update your information by clicking the edit icon. 

- Click **Edit** in the section that needs updated and make the necessary changes in the pop-up box.
- Click **Save**.
- Click **Return to Page** when you are finished updating your information.
- Click **Go back to Dashboard** to return to your CORE Dashboard.

PLEASE NOTE: It is important to keep your information current. The Department uses the information in **My Profile** to contact applicants regarding their applications.

If you are renewing a **Substitute Teaching License**, continue below. If you are renewing a **Professional License**, skip to *Renewing a Professional License* section.

RENEWING SUBSTITUTE TEACHING LICENSE

Step 1. From your CORE Dashboard under **My Credentials**, select the **Action** button next to your previously issued credential and select the **Renew** from the dropdown menu.



The screenshot shows the 'My Credentials' dashboard. At the top, there are buttons for 'Apply for NEW Credential' and 'View History'. Below is a text instruction: '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 Adolescence to Young Adult (7-12) License	Expired	2009	06/30/2014		Action
2 Year Provisional Adolescence to Young Adult (7-12) License	Expired	2007	06/30/2014		

The 'Action' dropdown menu is open, showing options: View Credential, Advance, Align, and Renew. A 'Total credentials: 2' box is visible at the bottom left of the table area.

Step 2. Complete all Steps outlined beginning on page 20 under *Substitute License*

RENEWING PROFESSIONAL LICENSE

Please note: The information provided is intended for substitute teachers with a Professional License. If you are employed by a district or the ESC, please consult your LPDC before beginning the renewal process.

Step 1. To begin, complete above Steps 1-3

Step 2. From your CORE Dashboard under **My Credentials**, select the **Action** button next to your previously issued credential and select the appropriate action from the dropdown menu, such as **Advance**, **Align**, **Renew**, or **Transition**.

The screenshot shows the 'My Credentials' dashboard. At the top, there are buttons for 'Apply for NEW Credential +', 'View History', and a help icon. Below is a text box explaining the process. A table lists credentials with columns for Credential, Status, Effective Year, Expiration Date, Credential Number, and Action. The first row shows a '5 Year Professional Adolescence to Young Adult (7-12) License' with an 'Expired' status and an 'Action' dropdown menu open. The dropdown menu includes options: 'View Credential', 'Advance', 'Align', and 'Renew'. A 'Total credentials: 2' summary is shown at the bottom left of the table area.

Credential	Status	Effective Year	Expiration Date	Credential Number	Action
5 Year Professional Adolescence to Young Adult (7-12) License	Expired	2009	06/30/2014		Action
2 Year Provisional Adolescence to Young Adult (7-12) License	Expired	2007	06/30/2014		

Total credentials: 2

Step 3. For those renewing a teaching license, you will need to indicate how you met renewal eligibility requirements if you are renewing a professional administrator, educator or pupil services license. If you are employed in an Ohio school or district and renewing through your Local Professional Development Committee (LPDC), for example, you will indicate that in the application under the **Renewal Eligibility** section of the application.

The screenshot shows the 'Renewal Eligibility' section of the application form. It asks the user to select how they are renewing. The first option is 'Renewing through an Ohio Local Professional Development Committee (LPDC). (This is the required method of renewal for most employees of Ohio Schools.)' and is selected with a radio button. The second option is 'Renewing with one or more of the following:' with a radio button. The third option is 'Renewing with a license issued by one of the following state of Ohio Boards:' with a radio button. Below this are several state boards listed as bullet points.

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

Substitute Teachers renewing a Professional License need six semester hours of coursework related to classroom teaching or area of licensure from an accredited two-year or four-year institution of higher education completed after the last issue date of the expiring license. Educators must complete all renewal coursework and submit their renewal application prior to October 1 of the expiration year of the license to be renewed, or the renewal requirement increases to nine semester hours.

Please note that the Department DOES NOT pre-approve coursework. Renewal requirements are in place to keep educators abreast of best practices in the field and the latest research findings. Classroom dynamics change constantly, and continuing education helps teachers find new ways to reach students and help them succeed. All coursework must lead to new knowledge in the P-12 classroom and be related to student success, wellness or achievement. Renewal coursework must be relevant to classroom teaching or area of licensure. The Department will also consider coursework completed for an additional P-12 licensure area for renewal of an expiring license. Courses which provide credit for completing routine teaching duties and responsibilities and courses in which the curriculum is selected by the educator rather than the university will not be accepted, even if reflected on an official transcript from an accredited.

For more information, visit ODE's website at <https://education.ohio.gov/Topics/Teaching/Licensure/Renew-License/How-to-Renew-a-Currently-Valid-Five-Year-Professio>

Step 4a. Upload any documents required for the licensure application, such as official university transcripts, military ID and so on, under the **Documents** section of the application. You may also view previously submitted documents in your account by clicking **View** next to the document. Click **Upload Documents** to begin the process of uploading your documents.

Documents Upload Documents

Please click here to determine if documents are required for this application.

The following documents may be required for your application. Please check with your school/district, or see our website for application instructions and verification of requirements for your specific licensure request.

- Out of State License Copy
- Out of State License Eligibility Verification
- Transcript
- Verification of Military Service - Military Fee Waiver Only
- Work Experience Verification
- Licensure Assessment

Application Documents

No documents to display.

Previously Submitted Documents

	DOCUMENT TYPE	DATE RECEIVED	
Application		06/05/2009	View
Transcript		04/23/2007	View

Step 4b. Select the type of document you are uploading from the drop down menu under **Document Type** (**Transcript**, for example). Then click **Browse** to locate the document on your computer.

Upload Document for Application

i If a transcript is required to process your application, please scan and upload your original, official transcript in PDF format only. **We cannot accept grade reports, photos of transcripts or unofficial transcripts.** It is not necessary to resubmit transcripts already on file. Please use the following system directions for uploading transcripts:

- Make sure the confer date of your degree is visible.
- Include all pages of your transcript (front and back).
- Make sure the registrar's signature is visible, and the transcript key/guide is included.
- Create one PDF file per transcript (do not upload pages separately).
- Upload transcripts from multiple universities separately (each transcript should be one PDF file).

If you are unable to upload in this manner, please mail your official transcript to our office for review:

Ohio Department of Education
25 S. Front Street, Mail Stop 504
Columbus, OH 43215

Document Type:

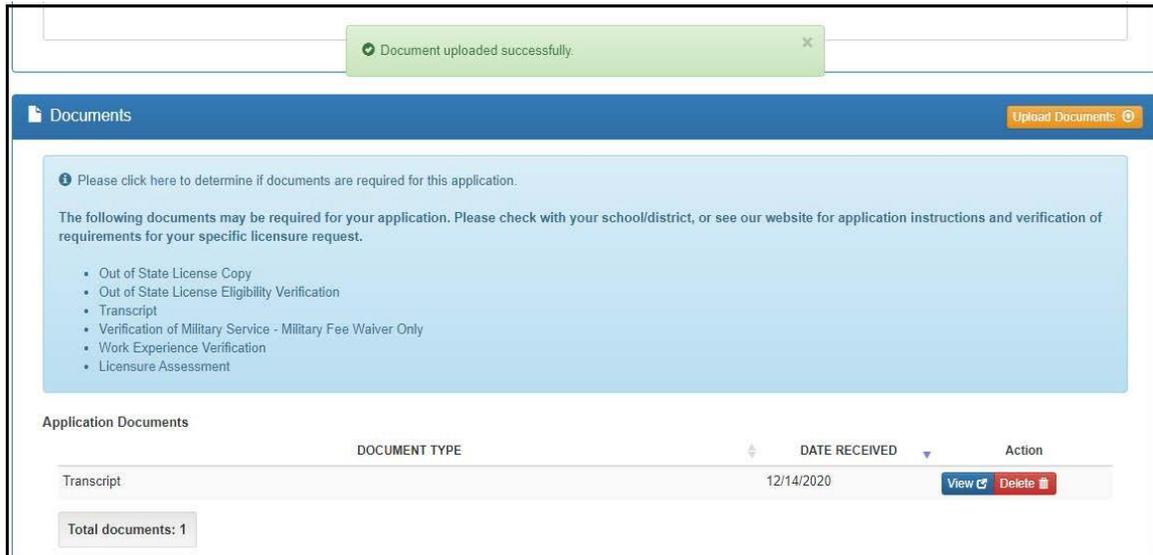
Transcript

Browse 

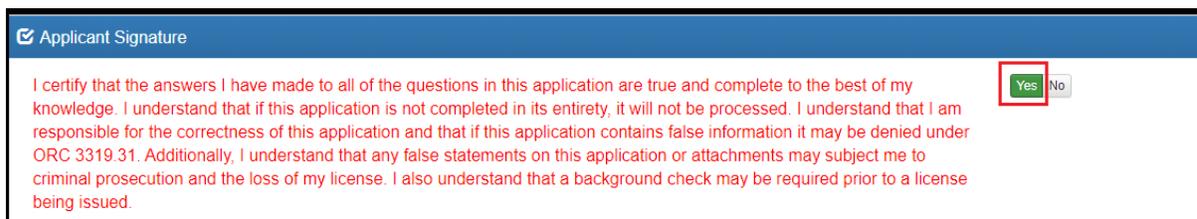
i Only .pdf files with a maximum file size of 3.5mb may be uploaded.

Upload **Close**

Step 4c. Select your document and click **Upload**. You will then see your uploaded document under **Application Documents**. You may view or delete the document before proceeding with the rest of the application.



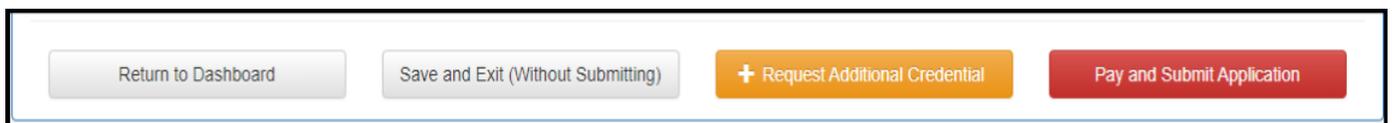
Step 5a. After you have answered all the questions and uploaded your documents (if required), click **Yes** in the **Applicant Signature** section to electronically sign your application.



Step 5b. If you are ready to submit your application, click **Pay and Submit Application**. If you are not ready to submit your application, you may click **Return to Dashboard** or **Save and Exit (Without Submitting)**.

You may reopen your application later to finish and submit by clicking the Action drop down next to the application you initiated under My Application Status on your CORE Dashboard. See the Dashboard Features section of this manual for information on editing an application.

If you clicked **Pay and Submit Application**, you will proceed to the payment section of your application. Please go to the **Application Payment** section of this manual for instructions.



APPLICATION PAYMENT

If you have completed your application and you are ready to pay and submit it, please see the directions below.

Step 1. If you saved your application to submit later, begin by navigating to <https://ohid.ohio.gov> and log in to your OH|ID account.

Step 2. Click the **Educator Licensure and Records (CORE)** app and launch it.

Step 3. You will see **My Application Status** on your CORE Dashboard. Click the **Action** button next to the application you started. If you did not yet complete your application questions, click **Edit Application** to open it and answer any remaining questions. If you completed the application but still need to submit your payment, click **Pay and Submit Application**.

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
12/18/2020	1 Year Substitute Multi-Age PK-12 License / New In State	Action
12/18/2020	1 Year Educational Aide Educational A	<ul style="list-style-type: none"> Edit Application Delete Application Pay and Submit Application
12/18/2020	5 Year Professional Adolescence to Young Adult License / Renew	

Total applications: 3

Step 4. Click **Include** for the application(s) you wish to submit in the **Pay and Submit Applications** pop up box. You will see the total amount due for the applications you selected.

Pay and Submit Applications

Credential Applications Payment

You have started the following Credential Applications:

Initiated	Credential(s)	Include	Do Not Include
12/18/2020	5 Year Professional Adolescence to Young Adult (7-12) License / Renew	Include	Do Not Include
12/18/2020	1 Year Educational Aide Educational Aide Permit / New In State	Include	Do Not Include
12/18/2020	1 Year Substitute Multi-Age PK-12 License / New In State	Include	Do Not Include

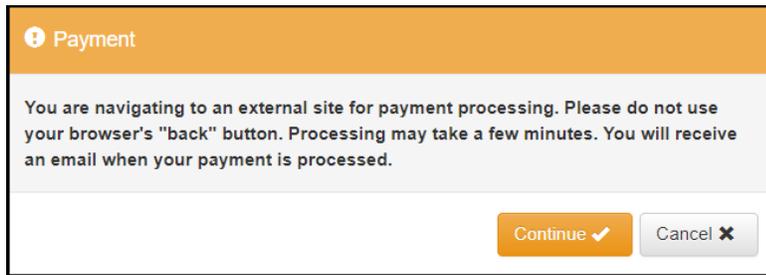
Total Amount Due

This amount reflects the total amount due based on your selection(s) and any positive or negative balances in your account. Please submit the amount shown.

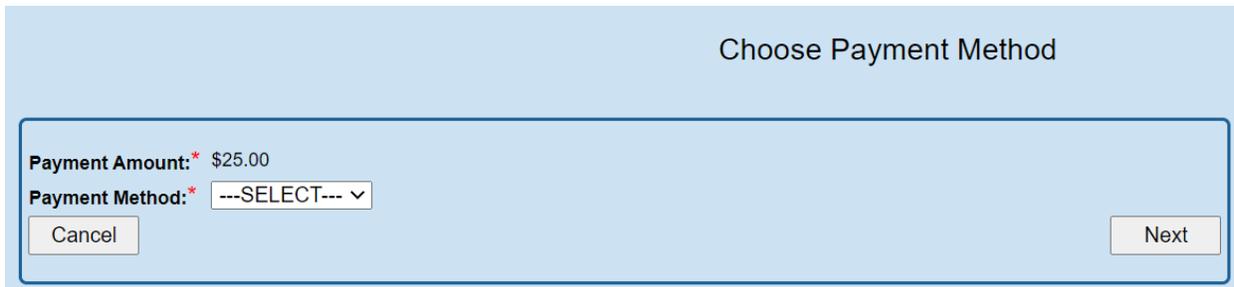
Total Amount Due: \$50.00

Continue Close

Step 5. After you click **Continue**, you will see a pop-up box verifying you are navigating to the external payment site to process your secure, online payment. Click **Continue** to navigate to the payment site, or click **Cancel** if you do not wish to proceed. Do not click your browser’s “back” button from this screen.

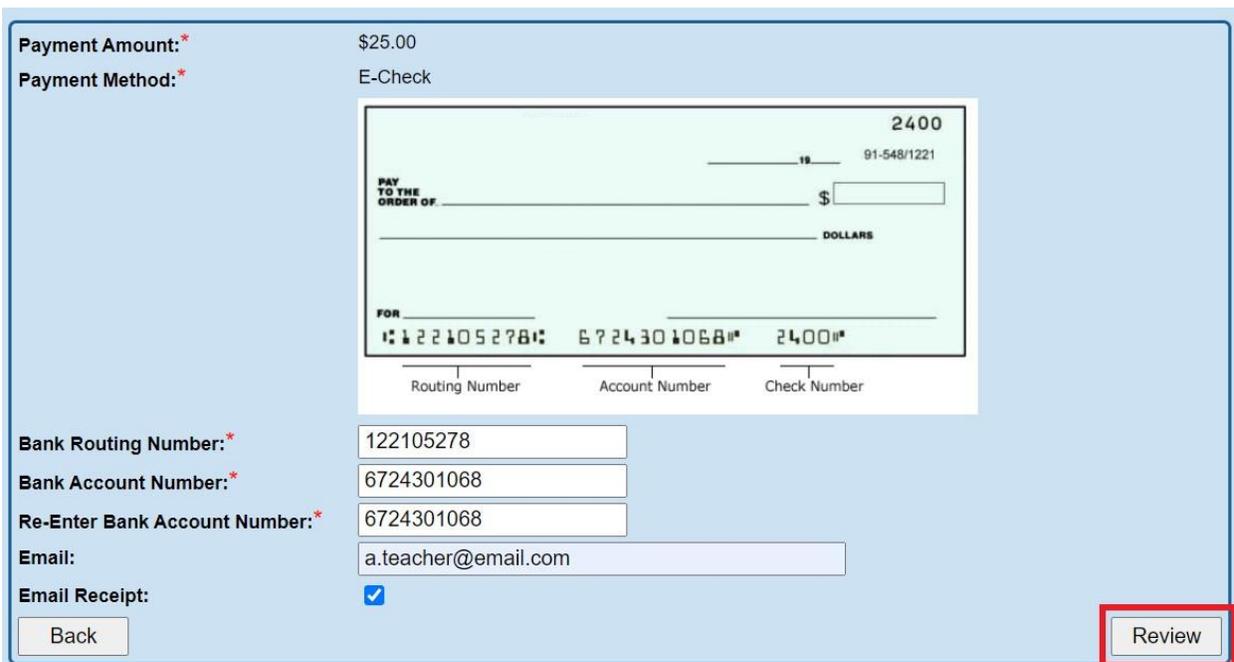


Step 6. You may pay for your application with a credit card or electronic check (E-check). Select one of these choices in the **Payment Method** drop-down menu. Then click **Next**.



E-CHECK PAYMENT

Step 1. Select **E-Check** and click **Next** from the **Choose Payment Method** screen to process a payment from your bank account. Then enter the bank routing number, your bank account number and your email address. Be sure to click the **Email Receipt** box to have your receipt sent to you and click **Review** to proceed.



Step. 2. Review the details on the **Review Payment Details** screen and click **Make Payment** if the information displayed is correct. If you need to make changes, click **Back** to return to the previous screen.

While your payment is processing, a spinning circle will appear. **DO NOT** press any keys on your keyboard or use your mouse during this time to ensure proper payment processing.

After your payment is processed, you will return to your CORE Dashboard where you may view the status of your application. In the **My Account** section of your CORE Dashboard, you will see your payment posted to your account. You will receive an email confirmation once you have submitted your application.

CREDIT CARD PAYMENT

Step 1. Select Credit Card from the Choose Payment Method screen to process a credit card payment. The following credit cards may be used: American Express, Discover, Master Card or Visa. Please note: You must use a credit card or a debit card that does **NOT** require a PIN. Cards that require a PIN are not accepted. Prepaid cards are only acceptable if they do not require a PIN.

Step 2. Enter your information on the credit card payment screen. The fields indicated with an asterisk are required. You must provide an email address and make sure the **Email Receipt** box is checked to receive an email confirmation of your payment. Click **Continue** when you are finished.

Step 3. Review the details on the following screen and click **Confirm** if the information displayed is correct. If you need to change any information, click **Back** to return to the previous screen.

While your payment is processing, a spinning circle will appear. **DO NOT press any keys on your or use your mouse during this time to ensure proper payment processing.**

Step 4. Print Receipt (for credit card payments only). Your receipt will appear on the next screen. You may print this for your records. You also will receive an email receipt if you checked the Email Receipt box and provided your email during the payment process. Click Continue.

Print Receipt	
Your credit card payment has been successfully authorized. Thank you for using the Central Payment Portal online payment processing system.	
Please print this page for your records and note the confirmation number below. This will serve as your receipt.	
Ohio Department of Education - Educator Licensure Payment Summary	
Payment Status: Authorized	
Confirmation Number: 2722	
Authorization Date: 10/31/2014 12:56:00 PM	
Total: \$160.00	
Payment Information	
* Credit Card Number: *****	* Credit Card Type: MasterCard
* Expiration Month: ****	* Expiration Year: ****
* Card Security Code: ***	
Billing Information	
First Name: Mary	Middle Name:
* Last/Business Name: Teacher	* Phone: 6144444444
* Address Line 1: 123 Main St	Address Line 2:
* City: Columbus	* State/Province/Region: Oh
* Zip/Postal Code: 43215	Country: United States
Email: mary.teacher@yahoo.com	Email Receipt: Yes
<input type="button" value="Continue"/>	

After your payment is processed, you will return to your CORE Dashboard where you may view the status of your application. In the My Account section of your CORE Dashboard, you will see your payment posted to your account. You will receive an email confirmation once you have submitted your application.

OH|ID ACCOUNT HELP

Should you need any assistance with your OH|ID account, including editing your profile, changing your password or setting up your security options, simply click the **Help** icon at the top of your OH|ID account screen.



From the OH|ID Help page, you can look up how to edit your profile, change your password or make changes to your personal information.

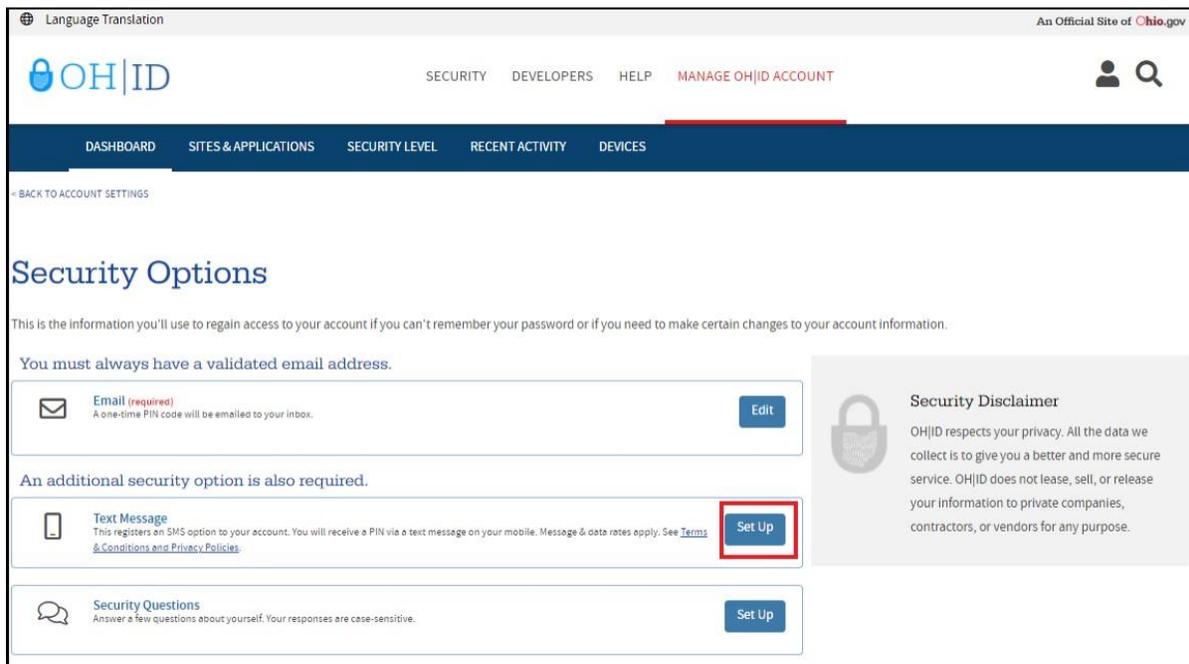
If you have specific help questions, please call 877-644-6338 or email Profile.Help@education.ohio.gov.

SET UP SECURITY OPTIONS

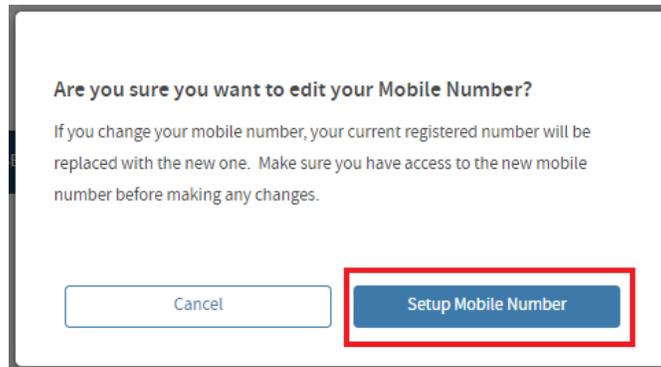
You may be directed to the Security Options screen when you log in to your OH|ID account for the first time. On this screen you will select an additional security option for your account (either a text message or security questions).

Click **Set Up** next to the security option you wish to enable and follow the prompts.

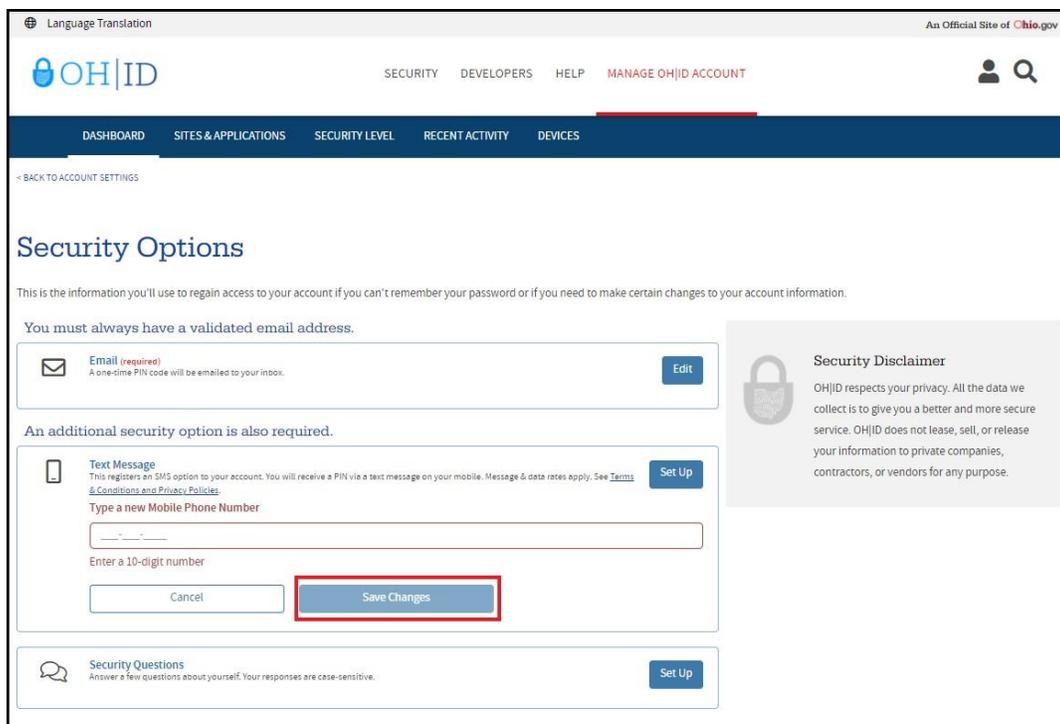
TEXT MESSAGE SECURITY OPTION



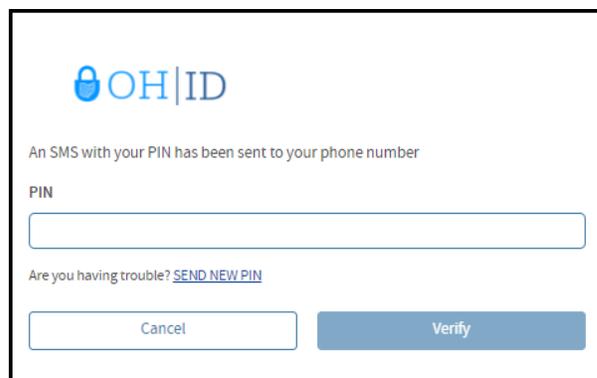
Step 1. Click Setup Mobile Number in the pop up window.



Step 2. Enter your mobile number and click Save Changes.



Step 3. A text message containing a six-digit PIN will be sent to the mobile number you provided. Enter the PIN when prompted and click **Verify**.



SECURITY QUESTIONS OPTION

Step 1. Click **Set Up** next to the **Security Questions** option

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OH|ID SECURITY DEVELOPERS HELP MANAGE OH|ID ACCOUNT

DASHBOARD SITES & APPLICATIONS SECURITY LEVEL RECENT ACTIVITY DEVICES

← BACK TO ACCOUNT SETTINGS

Security Options

This is the information you'll use to regain access to your account if you can't remember your password or if you need to make certain changes to your account information.

You must always have a validated email address.

Email (required)
A one-time PIN code will be emailed to your inbox. [Edit](#)

An additional security option is also required.

Text Message
This registers an SMS option to your account. You will receive a PIN via a text message on your mobile. Message & data rates apply. See [Terms & Conditions and Privacy Policies](#). [Edit](#)

Security Questions
Answer a few questions about yourself. Your responses are case-sensitive. [Set Up](#)

Security Disclaimer
OH|ID respects your privacy. All the data we collect is to give you a better and more secure service. OH|ID does not lease, sell, or release your information to private companies, contractors, or vendors for any purpose.

Step 2. Select questions from each of the drop down boxes and type your answers. Please note that your answers are case-sensitive. Click **Save Changes** when you are finished.

Language Translation An Official Site of Ohio.gov

OH|ID SECURITY DEVELOPERS HELP MANAGE OH|ID ACCOUNT

DASHBOARD SITES & APPLICATIONS SECURITY LEVEL RECENT ACTIVITY DEVICES

← BACK TO ACCOUNT SETTINGS

Edit your Security Questions

Please use this form to change your security questions. To change a question, simply select a new question from the drop-down list. Please ensure all 4 security questions have been selected and answered.

Security Question 1*

Security Question 2*

Security Question 3*

Security Question 4*

[Cancel](#) [Save Changes](#)

Security Disclaimer
OH|ID respects your privacy. All the data we collect is to give you a better and more secure service. OH|ID does not lease, sell, or release your information to private companies, contractors, or vendors for any purpose.

Step 3. Click **Continue** to return to your OHID Dashboard.

After creating your OH|ID account, the next step is to create a Department of Education profile or link your new OH|ID account to your existing Department of Education profile. Please proceed to the *Department of Education Profile Setup* section of this manual for instructions.