

State Licensure Renewal Process

Please use the following steps in order to create and/or renew your license.

1. Go to the ODE website and sign in under "SAFE Sign-In" (at the top of the page). [ODE Link](#)
2. Click on ODE-CORE
- *3. Click on New Application "Apply"

IF APPLYING FOR A NEW LICENSE (RESA COMPLETION) FOLLOW STEPS 4-7. ALL OTHER LICENCES GO TO STEPS 8-17.

4. Under "Teachers" choose Professional Teaching License 5 year
5. Follow the questions and complete the form as given to you on the ODE site.
6. Once finished answering all questions, select payment (a credit card will be required).
7. Select submit and I will receive an email letting me know that you are trying to create a new license.

8. Go to "My Educator Profile" and click on "My Applications."

9. Check your "My Information"

Make sure that your personal information is correct. You will have to fill in a current email address and a current phone number if you have not already done so.

**10. Go back to "My Educator Profile" and select "My Credentials"

11. Here you will find a summary of your past certificates and/or licensures.

Go to your most recent license and click on "Select Action."

12. Click on "Renew" and then Apply

13. Choose the effective year and look over the teaching fields for any mistakes. Then choose "Save Application and Next"

14. Answer all questions that are asked of you.

15. Under "Are you are current teacher in the State of Ohio?"

Select Yes and a pop up window will open.

Select Organization and enter: **013884** as the IRN and Click on Find.

Click on: nrschoolsLPDC (I will take care of the electronic signature.)

16. Finish answering all questions and select payment (a credit card will be required).

17. Select submit, and I will receive an email letting me know that you are trying to renew. I will then confirm your PDU's that we have on file.

You will need to get your background check done at the board office and have it electronically submitted to the state.

**If you have a new Licensure that you have not previously had recognized by the state you can also go to "My Applications" to start a "New Credential Application."*

***If you start this process and then want to finish it later, you can find your application under "My Applications" instead of under "My Credentials" as explained in Step 10.*