



ODE CORE ONLINE LICENSURE APPLICATION INSTRUCTIONS

- o Log in to your SAFE account - <https://safe.ode.state.oh.us/portal>
- o Click on ODE.CORE under the “Web Systems” section on your SAFE homepage
- o Hover over the apply “My Educator Profile” and choose “My Credentials” from the list
- o You should see a list of any certificates or licenses you have held. Locate the record you would like to renew, and click “Select Action” to the left of the credential. Select “Renew” as your action
- o Select “Effective Year” **as July of the current year 2014**
- o Click “Add New Request”
- o Choose your location to mail the license to – PLEASE NOTE if mailed to your home please provide us with the employer copy
- o Click “Save Application and Next”
- o “Background Checks and Signatures” will display. Answer all of the questions and provide explanations if necessary
- o Click “Applicant Signature” check box to certify your application is correct
- o Depending on the type of certificate or license it may require signatures. If so, the “Signature Box” will appear
 - If a Superintendent signature is required search for Lake County ESC or you can enter IRN # 047860
 - If a LPDC signature is required search for Lake County ESC LPDC or you can enter IRN # 009012
- o Click on “Save Application and Next”
- o You will see requests for documents or instructions for mailing or uploading documents, depending on the type of application you may be required to upload or mail documents to ODE.
If nothing is required this page may not appear
- o Click “Pay and Submit”
- o You will be taken to “My Accounts” where you can enter your credit card information
- o Once you have successfully submitted your application it will be routed to your signer’s organization for signature. Once the application has been approved/declined/pending you will be notified via email. If additional information is required it will state that in your email
- o You can check the status of your application by logging into your SAFE account and returning to “My Applications” screen

Certificates and Licenses may be emailed rather than mailed by ODE with the current switch to everything being electronic