

**Resident Educator License – 2-Year** – Use this application if you are applying for an initial teaching license. A new teaching license would be issued as a resident educator license if the applicant: 1) is a new graduate, OR 2) holds a provisional license, or 3) holds another Ohio resident educator teaching license in another area and is requesting licensure in a second area (for example, a different grade band).

## HOW TO APPLY FOR A LICENSE

### General Information

- The session will time out after one hour of inactivity.
- Visa and MasterCard credit card payments are the only forms of payment accepted (checks or money orders may not be mailed to ODE).
- If you do not provide all required information, you will be unable to submit your application
- Any inaccurate information will be declined by the University. Double check to make sure you are applying for the correct license type (i.e. Initial Four-Year Resident Educator License, Middle Childhood (4-9) and teaching fields (i.e. Math and Science). This is the license you will apply for if you have passed all your tests. If inaccurate, you will be required to complete a new application.
- Your application will be auto-declined after 180 days. A \$25 application evaluation fee will be charged to your OH|ID (SAFE) account.
- If you do not have an Ohio's driver's license/ID, you will be asked to upload a copy of a government issued ID (military ID or passport).
- University of Findlay does **NOT** sign for substitute licenses.
- Return to My Applications page to check the status of your application.
- For additional resources visit:  
<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Additional-Information/My-Educator-Profile>
- **Do not apply for your license until you receive official OAE scores and graduation audit from the registrar's office.**

### Steps

1. Go to <http://education.ohio.gov/>
2. Under **Teachers**, click **Core Licensure System (through OH|ID)**
3. Access or create your OH|ID account at <https://OH|ID.ode.state.oh.us/portal>
  - **If you already have an existing OH|ID account from another agency...**
    - [Log in using your existing OH|ID username and password](#). If you have an existing Department of Education (formerly SAFE) profile, you will be able to link that to your OH|ID account during the Department of Education profile setup process.
  - **If you do not have an existing OH|ID account...**
    - You will need to [create one](#) in order to access your applications. If you have an existing Department of Education (formerly SAFE) profile, you will be able to link your profile to your new OH|ID account once your account is established. If you do not have a Department of Education profile, you will be prompted to create one.
  - **If you do not have an OH|ID profile or a Department of Education profile...**
    - You will need to [create BOTH profiles](#) in order to access your applications.
4. After you've created a OH|ID account, log in and select **ODE.CORE** from the OH|ID Portal Menu

5. Hover over the **My Educator Profile** link until a text box opens
6. Click **My Applications** from the drop down menu
7. If demographic data is not updated, you cannot start the online application
  - You will see a message in red if demographic data is not updated
  - Click **My Information**
  - **Click Save once finished**
  - Refresh your screen to make sure all information is entered correctly
8. Return to **My Applications** screen from the My Educator Profile drop down menu
9. Click on **New Credential Application**
10. The system will walk you through what type of credential to apply for
11. Click **plus sign** to expand credential group
  - Hover over the credential name to view a full description of that credential
  - You may click on any link in the description to get more information on the ODE website
  - Please read the credential descriptions carefully before choosing which credential to apply for to ensure that you are applying for the correct license
12. Click **Apply**
13. Select **Term** from drop down menu
14. Select **Credential** from drop down menu (i.e. Initial Four-Year Resident Educator License- Middle Childhood (4-9))
15. Select teaching field(s) and/or endorsements you are applying for (i.e. Language Arts and Reading (050150) and Social Studies (150003))
16. Select effective year by clicking the drop down menu
  - Please note, you have the option of backdating a license during the current school year. You may select the current school year or the current calendar year.
  - Select where you would like your license to be sent by checking **School District** or **Home** next to Mail to Address
  - If you need to edit your home address you can do so when you select **Home**
  - If mailing to school district you will need to search for the district through name or IRN#
  - To search IRN# go to <https://webapp2.ode.state.oh.us/oeds-r/query/default.asp>
18. Click **Save Application and Next**
19. Click **Select Organization** under the signatures
  - To search enter IRN number 063743
  - Select 063743
20. Under Residency click **Yes or No** to answer residency questions
21. Under Legal Questions click **Yes or No** to answer legal questions
  - If you answer **Yes** to any legal question you will be required to provide a written explanation including the year of conviction, the year of the offense, and the court where the matter was heard. You will not be able to submit your application unless the information is entered.
22. Under Applicant Signature click the check box certifying the accuracy of your application
23. Click **Save Application and Next**
24. Note-Some credentials do not require any documents; some documents are required to be mailed to ODE
  - If uploading documents, select **Document Type** from the *drop-down* menu

- Next to Select Document select **Browse** to select document you want to upload
  - Once document is selected click **Upload**
  - Any uploaded documents will appear under the Document Section
25. Click **Pay and Submit Application**
  26. If you are not applying for another license click **Pay and Submit Application**
  27. If applying for multiple licenses click **Submit :Multiple Applications**
    - If applying for multiple applications you must first submit all applications and pay for them with one transaction.
  28. You will be taken to the My Account screen to submit credit card payment
  29. When you have successfully completed and submitted an application, the Officer of Educator Preparation will receive an e-mail stating that your license has been submitted for recommendation
  30. You will receive an e-mail from ODE when the signer has reviewed your application telling you if your application has been approved or declined

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**Note: Renewal, transitions from two-year provisional to four-year Resident Educator Licenses and Advanced License requests do NOT get submitted to the University for processing.**

**How can I keep a record of my issued credential?**

A person who has a valid credential may download, save and print an official copy of the license or permit from the *My Credentials* screen. Districts also will maintain records of issued credentials and may ask each individual to provide a copy for district files.

**How long does it take to complete the application?**

If you have a valid OH|ID (SAFE) account and you have the payment information handy -- as well as any documentation needed to indicate that you met your requirements -- submitting your application should take 10 minutes or less. You can prepare by reviewing information on the [Ohio Department of Education’s licensure website](#) pertaining to the credential you wish to request or to renew.

**What happens if my credential request is not renewed by July 1?**

If your application is not approved by July 1, do not panic. When the department issues credentials that are requested for the upcoming school year, the effective date will be July 1 (in the summer preceding that school year) — regardless of what date during the school year the credential is issued. If you are teaching next year, however, you will need to have a valid license when next school year begins.

**How can I check on the status of my application?**

You may log into ODE.CORE to learn where your application is in the review process. On the CORE dashboard, click on the *STATUS* button. On the *My Applications* screen, you will see a note about your application in the *Status* column. The Ohio Department of Education and local electronic signers make every effort to process applications as promptly as possible — but the processing time will vary depending upon the complexity of the application and the volume of requests submitted at the time.

**What does it mean if my application is “on hold”?**

If your application is on hold, please read the detailed message within the My Applications area (see the Status column) that explains the reason for the “on hold” message. You also will receive an email from the CORE system with this same message, which may ask you to take additional steps before your license request can move forward in the review process. If the message indicates that your application is on hold for e-signer approval for more than a week to 10 days, make sure you check your inbox for an email message from your e-signer. Or, you may wish to contact either your district's Human Resources office -- or your college or university -- regarding the delay.

