

License Renewal Procedures

- Go to the Ohio Department of Education home page.
- Click on the word “SAFE” at the top of the page.
- Once logged in, please select ODE CORE – Online Licensure System.
- At the ODE CORE Licensure Dashboard, click on the blue box “My Credentials – Renew” to view all current and expired licenses.
- Select the license that you would like to renew.
- Under the “Select Action” pull down menu, choose “Renew” and then “Apply”.
- Work through the online screens to renew your license.

Below you will find some of the information you will need in order to complete your renewal as you work your way through the application process (it is NOT a step by step walkthrough but it will help answer questions you may have):

- Under **Effective Year** be sure to select **2018/2019** - This credential will begin on **July 1, 2018**.
- Under **Signatures**, click the magnifying glass icon and under **IRN** enter: **013593** and click to select **CCESC LPDC**.
- In most cases, you will **NOT** need to upload any documentation and you most likely will skip over this section moving on by selecting: **Save Application and Done**.
- Locate the dollar sign icon in the **Select and Pay** box and place a checkmark **in the box** next to it.
- A box will appear **above** with a shopping cart icon, please click to start the payment process.
- Verify that the information is correct and click the large box that reads: **Click Here to Pay**.
- Choose your payment method, either E-Check (electronic check) or Credit Card, and pay for your renewal.
- Print receipt or check box to have receipt emailed to you.
- You have now renewed your application and you may log into your SAFE account in a few days to check the status of your renewal and print your license once the process is complete. You will receive email updates as your renewal moves through the process.
- **It is your responsibility to provide CCESC a copy of your new license to keep in your permanent record.**

Please contact the ODE Office of Licensure at 614-466-3593 if you have any problems or questions with the renewal process

PLEASE NOTE: ODE will not renew your license unless your FBI/BCI background checks are current. If it has been five years since you were fingerprinted; please make an appointment at the CCESC, (330) 424-9591, to have this done **as soon as possible**.