

SAFE Account Instructions for License Renewal

Initial and renewal applications for licenses and permits for educators in Ohio, including substitutes, are now being processed online. ODE will no longer accept paper applications. This is sent to make you aware of the Ohio Department of Education CORE system, which includes the online licensure application, renewal, and payment process.

What is CORE? CORE is an acronym for Cononnected Ohio Records for Educators. It is a website that addresses all aspects of an Ohio educator's qualifications such as licensure, residency, employment history, and professional conduct. The CORE product most commonly used by teachers and school staff is "My Educator Profile."

How do I access CORE? You will need a SAFE account to access CORE. If you have been employed in the past as a teacher, you may already have a SAFE account.

How do I sign up for a SAFE account? To obtain a SAFE account, do the following:

1. Have your state- issued driver's license or state identification card on hand. Information from a valid state driver's license or state ID card will be needed to create a SAFE account.
2. Click the "SAFE" link located at the top right side of the ODE home page (<http://www.ode.state.oh.us>) next to the "State Agencies" link.
3. You will first see a user agreement. After reading the agreement, scroll down to the bottom of the page and click the "I Agree" button.
5. You will now be asked to enter the required information in the appropriate boxes and follow the directions posted on the screen.
6. Once all required information has been successfully entered, you will receive a user name and password via e-mail with which to log onto your SAFE account.

When will I need my SAFE account? Ohio educators need a SAFE account to view their personal information as it is on record at the Ohio Department of Education and to renew certificates, licenses, and permits.

Step-by-Step Credential Application Guide to RENEW a Substitute Teaching License

Preliminary steps for renewing your license

[Review information here](#) about the qualifications to renew your license. This Web page also is available by visiting education.ohio.gov and searching for *substitute license*.

Get started with your SAFE account

(A SAFE link appears at top of every page at education.ohio.gov.)

Do you already have a SAFE account?

If yes, [sign into your account](#) from the SAFE portal.

Not sure you have a SAFE account? Forget your user name and/or password?

Follow the prompt “forgot username or password” in the blue sign-up box [on the SAFE portal](#). *Please do not create a second SAFE account, even if your name has changed since your account was first set up.*

If you do not already have a SAFE account, here’s how to set yours up: (Specific instructions attached)

On the [SAFE portal](#), click the “Sign Up” button. You will need to verify your identity. The fastest way is with a valid Ohio driver’s license or a state identification card. View [other acceptable documents here](#) or search for: *SAFE – identification* from education.ohio.gov.

For more assistance with SAFE:

- Note that on the SAFE portal, there is a [Sign-Up Help](#) document.
- For answers to any further questions regarding the SAFE sign-up process, please contact SAFE.Admin@education.ohio.gov or contact (877) 644-6338.

SIGN IN WITH YOUR SAFE ACCOUNT

Check if you are an ODE employee.

USER NAME

PASSWORD

SIGN IN [FORGOT USER NAME OR PASSWORD?](#)

Don't have a SAFE account? [SIGN UP](#)
Safe Sign up help

Started sign up process? [CHECK SIGN UP STATUS](#)

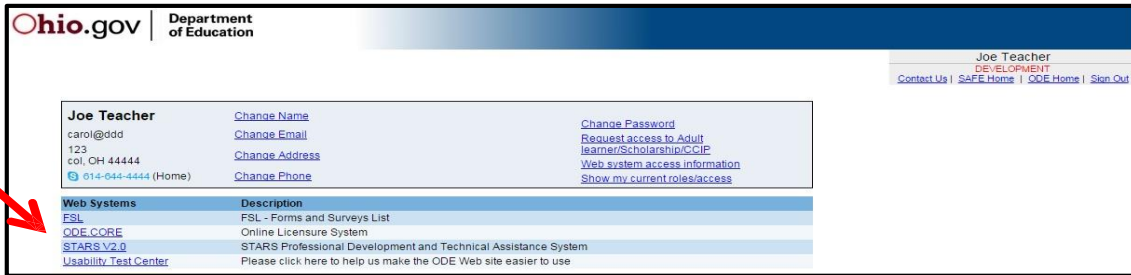
WHAT IS SAFE?

The Ohio Department of Education (ODE) launched the Security Application For Enterprise (SAFE) Web portal in May, 2003. SAFE is a Web Portal and a “single sign on” software security solution for ODE customers.

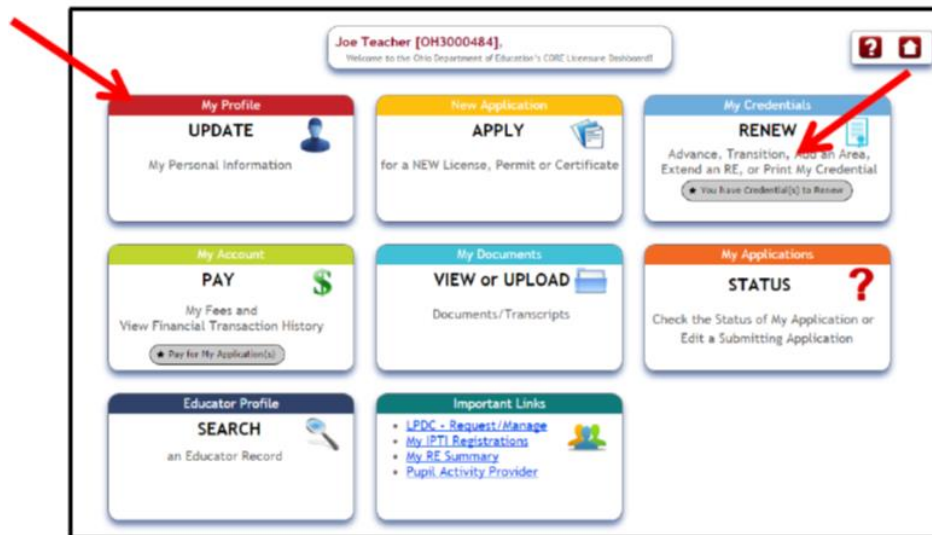
ODE CORE ONLINE LICENSE/PERMIT APPLICATION INSTRUCTIONS

To renew your license to substitute or any regular teaching license, follow these steps:

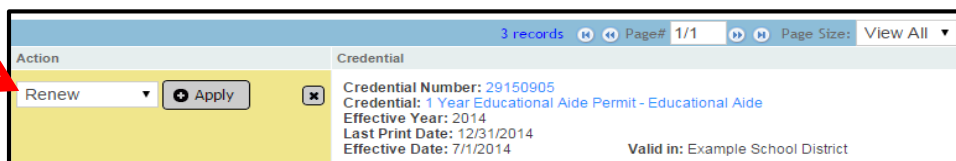
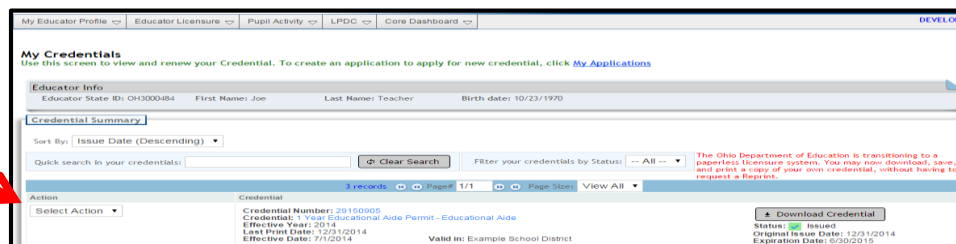
1. Log into your SAFE account from the ODE website homepage.
2. Access your CORE “My Educator Profile” by clicking on the ODE.CORE” link



3. Click on “Update” to review/update your personal information. Then return to the “Core Dashboard”.
4. Click on “RENEW” to renew any license you currently hold or have previously held. (If you do not have currently hold a license, click on “APPLY” to begin a new application.)



5. Locate the license or certificate you want to renew, and click on “Select Action “drop-down menu next to the credential to be renewed. Select “Renew.” Then click on the button “Apply”.



6. Select the term (length): One or Five years
7. By the word “Credential”, use the dropdown box to select either a short term or long term license. If you are applying for a long term substitute license, select the teaching field(s) for which you are qualified to substitute teach, if applicable (not all long-term substitutes require the selection of a teaching field).
8. Select the Effective Year as of July of the current year: 2018
- 9.

Effective Year:


Please select the effective year below:


2017/2018 - This credential will begin on July 1, 2017

2018/2019 - This credential will begin on July 1, 2018

The Expiration Date of this credential will be: 6/30/2019

10. Select the organization for superintendent’s signature. **IMPORTANT:** Be sure to select the Columbiana County ESC (IRN# 046417) for this step; otherwise your license will not be on file here at the ESC as required. If you use any other location, it is your responsibility to get a copy of the license to CCEC.

 Select Organization Please select Organization for Superintendent Signature

Superintendent Signature 

Search Organization for Superintendent Signature ✕

Search on:

IRN: Name:

(Wildcard "" allowed.)*

Search Result

1 records Page# 1/1 Page Size: View All

IRN	Name	County
046417	Columbiana County ESC	Columbiana

To move ahead, click on “Save Application and Next” button.

11. The “Background Checks and Signatures” page will display. Answer the background check questions, providing explanations if so prompted.

Background Checks – Click on the “+” sign next to Background Checks to see the date your last background check was completed. Ohio law requires that all individuals must have an Ohio Bureau of Criminal Investigation (BCI) and FBI criminal background check when the Ohio Department of Education issues their first Ohio educator license, certificate or permit.

If an individual then resides continuously in Ohio, he or she does not need to update the BCI background check, but must obtain an updated FBI check once every five years. If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, then he or she will need to update both the BCI and FBI background checks.

Your background checks must be currently valid before the department can issue your renewal request.

Answer all questions and then check the Applicant Signature box.

Click on the “Save Application and Next”. Or, if you do not need to upload a document, click “Save Application and Done” button.

12. If you need to upload a document, click on the “Document Type” drop-down menu to select the appropriate choice. Then click on Choose File to browse your computer files. Find the correct file, click on it, then click on Upload.

Document Type: * --Select Type--

Select Document: * No file chosen

[Only PDF files with maximum file size 3.5 mb allowed.]

Uploaded Documents

No Documents found.

Click on “Save Application and Done” to submit the application. Any errors in the application will appear in red at the top of the screen. These must be corrected for a successful submission.

13. If the application was submitted successfully, the “My Applications” screen will be displayed for payment. Under Applications Not Yet Submitted, click on “Select and Pay” in the far right column for the application(s) you wish to pay for.

Type	Credential	Details	Created Date	Last Updated	Action	Select and Pay
New In State	1 Year Short Term Substitute License - General Education	More details	7/15/2015	7/15/2015		
			3/6/2014	3/6/2014		

14. Click on the gray box with the shopping cart icon that says Pay for Selected Application. Then on the My Account screen under “Payment Due”, select “Click here to pay \$25”.

- Multiple License Renewals: If you want to renew more than one license, follow the directions provided by clicking on “Submit Multiple Applications.” Complete all of the license applications you want to submit at this time following the prompts provided. Then go to the “My Applications” link. Select all of the applications you have now completed, and pay for them in one payment transaction. This will allow you to receive the discounts offered by ODE for renewing multiple licenses simultaneously.
- If you are only submitting for one license, then click on the “Pay and Submit” this Application” button. You will be taken to the “My Accounts” screen where you will make your credit card payment for the application you’ve just submitted.

Applications Not Yet Submitted

Quick Search in Submitting Applications:

To pay for one or more applications at the same time (and receive a discount if applicable):

- Check the **Select and Pay** box for every application you want to pay for
- The total amount due will appear in the **Pay for selected applications** button, Click that button to submit and pay

Type	Credential	Details	Created Date	Last Updated	Action	Select and Pay
New In State	1 Year Short Term Substitute License - General Education	More details	7/15/2015	7/15/2015		<input checked="" type="checkbox"/>
			3/6/2014	3/6/2014		

Payment Due

The total amount due is shown below.

Current Account Balance:	\$0.00
Total Credential Payment:	\$25.00

Please select the method of payment in the drop-down menu. Then click on “Submit Selected Application(s)”. Click on the Next prompts to enter your payment information and submit the application.

Choose Payment Method

Payment Amount: * \$25.00

Payment Method: *

Payment Method
Payment Entry
Payment Review

You will receive an email message acknowledging the submission of your application. Thank you for your interest in working with the students of Ohio.

15. Checking on the status of your application

The department will send you email notifications at several points about your application:

- An acknowledgement that it was received;
- A notice that your application was either: a) approved and issued; b) placed on hold; or c) declined. You also may receive email communication directly from your e- signer with questions or comments about your request.

You may log into ODE.CORE to learn where your application is in the review process. On the CORE dashboard, click on the “My Applications” button. On the “My Applications” screen, you will see a note about your application in the Status column. If the application was placed on hold, a detailed note will explain the reason for the hold and any steps you must take to move the review process forward. You also will receive this detailed note via email.

Please note that ODE no longer mails copies of licenses to your home. You can print copies by using the “Download Credential” button on the CORE “Credential Summary” page.

For additional assistance, go to: <http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Renew-Certificate-License>