

## Procedures for License Renewal

To start the application process, please create an Ohio ID Account via this link (if you don't already have an account). <https://ohid.ohio.gov/wps/portal/gov/ohid>

After you have created your Ohio ID Account, log in to the Ohio Department of Education (ODE) <https://safe.ode.state.oh.us/portal> and follow the instructions listed below. **Once you receive your license, please download and forward a copy to Teri Craiglow in HR.**

1. Once you are logged in – select **ODE. CORE** to log in to the correct location
2. The next screen will list all of your current and expired licenses and/or certificates.
3. Locate the license (s) that you will be renewing and click on the “Select Action” drop down box.
6. Select “Renew” as your option. If you have multiple licenses, you will be able to “Align” additional license after completing the renewal application.

- **Change the Date to current year**

**Follow the application directions provided for each step (using the helpful information provided below)**

- **Effective Year** - choose the year when your certificate expires (Ex. 2023 for current renewals).
- **Employment in Ohio** – select Yes or No
- **Signatures** – You will select **Lancaster City Schools LPDC -008610**
- **Residency** – select Yes or No
- **Background Checks** – all previous are listed
- **Legal questions** – answer all Yes or No
- **Applicant Signature** – select to certify
- **Application Documents** – **Step 3– Optional Step – Only Certain Licenses require.**

Items to submit to the Human Resource Office:

- **Complete fingerprint / background check at HR** –most people will have this completed on scheduled building date.
- **Submit a copy of transcripts and/or CEU verification for renewal (specific information listed below) to the HR Office. If you have submitted copies for Salary Adjustment or other purposes, please contact our office and let us know. You no longer submit transcript information to ODE unless you are applying for a new license or an endorsement to an existing license.**

### **If Currently Employed in an Ohio School/District**

For individuals currently employed in an Ohio public school/district, chartered nonpublic school or community school:

Each educator is responsible for the design of an **Individual Professional Development Plan (IPDP)**, subject to the approval of the Local Professional Development Committee (LPDC).

The plan should be based on the needs of the educator, the students, the school and the school district, and be aligned with the professional educator standards adopted by the State Board of Education.

In accordance with the approved plan, the educator **must complete six semester hours** of coursework related to classroom teaching and/or the area of licensure; **or 18 continuing education units (CEUs) (180 contact hours)** or other equivalent activities related to classroom teaching and/or the area of licensure as approved by the LPDC of the employing school, district or agency since the issuance of the license to be renewed.

Coursework, CEUs or other equivalent activities may be combined. **If you have submitted transcripts for salary adjustment and are using these hours for license renewal, please contact the Human Resource office so that we can pull them from your personnel file for verification.**

**Once you have completed all steps and your application has been approved, you will receive a confirmation email from ODE. You must go into your CORE Profile Account and print a copy of your new license for your personnel file. ODE does not issue paper copies of the license anymore.**