

## CERTIFIED STAFF

There are two overall steps to renew your license:

1. Ensure you have a current background check.
2. Apply online for your license.

### 1. Ensure you have a current background check.

- Ohio law indicates you must obtain an updated background check every five years. Plan for at least 30 days for the background check to be processed to ODE. ODE will not approve your renewal without a current background check indicated in your OH/ID account (formerly SAFE account).
- If you live in Ohio, you will need the FBI. The cost is \$40 exact cash or \$41.20 debit/credit.
- If you live out of state, you will need the Ohio and FBI. The cost is \$60 exact cash or \$61.80 debit/credit.
- The ESC administers background checks **by appointment only**. Please call 440 576-9023 to schedule an appointment.
- It is the responsibility of educators holding ODE licenses to ensure that the law is followed with regard to obtaining the required updated background check(s) within the five-year timeframe prescribed by law, even if the expiration of a background check does not always coincide with the expiration of the license.
- **Your background expires five years from the date it was last processed.** You can access your OH/ID account to see when your last background check was completed.
- Instructions for background checks: <http://ashtabulaesc.org/human-resources/background-checks/>

### 2. Apply online for your license.

Link to apply: <https://safe.ode.state.oh.us/portal>

*\*Note: You must use Mozilla Firefox or Chrome.*

- ✓ Create or sign into your OH/ID account (formerly SAFE account).
- ✓ **Click on ODE CORE**
- ✓ You will now be on the **CORE Dashboard**.
  - You will be able to review information such as your background checks, your credentials, your application status, any documents you have uploaded.
  - Update any new information in "My Profile" (e.g., your email address).
  - You will request to renew your credential under "My Credentials".
    - You will see a dropdown menu on the right side of your credential. Select to renew.
- ✓ Complete the steps of the application:
  - Step 1: EFFECTIVE YEAR Be sure to select the current effective year
  - Step 2: E-SIGNATURE
    - Signature for ESC is **IRN #045849**.
  - Step 3: DOCUMENTS
    - If you have to upload any documents, you do that in this step.
    - You will need to upload your bachelor's degree transcripts if you do not see them listed under My Documents.
    - Click on the link if you have questions about what to upload.
- ✓ Select and Pay for your application – "My Application Status"
- ✓ *Note: You can save your application and return to it from the My Applications section if you want to complete and pay for it on another day.*
  - Click on the box Pay & Submit. If you are a veteran, your fees are waived.
  - You will need to upload your DD214 into your SAFE account Follow the prompts. Payment options are debit, credit card or e-check.
  - You will provide your billing address and verify the email. You will be emailed a receipt.
  - *After you submit your application it will be reviewed. You will receive an email acknowledgment of your submission. You will receive an email when your application request is approved or denied.*

**FOR MORE INFORMATION:**

Information on License renewal: <http://education.ohio.gov/Topics/Teaching/Licensure/Renew-Certificate-License>

For a list of application fees please refer to this link:

<http://education.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Complete-List-of-Applications>

If you have any questions or need assistance, please contact Laura Simons at [laura.simons@ashtabulaesc.org](mailto:laura.simons@ashtabulaesc.org).

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