

# Online ODE License-Certification Renewal

## My Educator Profile Help

The My Educator Profile tool allows users to apply for new and renewal licenses online. The process also provides a secure environment for educators to update their demographic data and pay licensure fees online using a credit card.

## Sign in Using SAFE

- Create a SAFE account
- Sign in to SAFE

## What Can I Do With My Educator Profile?

### FOR EDUCATORS

- Apply for a new license
- Renew an existing license
- Advance an existing license
- Transition an existing license
- Reprint a license
- Correct the Name on a license
- Pay all Licensure fees with a credit card
- Update demographic information
- Check on the status of your licensure application
- Find your organization's e-signers

## SAFE Account Sign Up

- 1) <http://education.ohio.gov/>
- 2) Click on SAFE



3) Select Portal

PLEASE SELECT THE OPTION THAT BEST APPLIES TO YOU:

**A teacher, superintendent, parent, or other customer of the Department of Education:**

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

**Important: Your SAFE credentials will not work in the OH|ID platform.**

Please create a new OH|ID account if you do not already have one.

[OH|ID PORTAL](#)

**Need Help?** Visit the [Department of Education OH|ID Portal Help webpage](#) for information on how to access and navigate the OH|ID portal.

**An employee of the Department of Education:**

The SAFE portal has now been integrated with myOhio. In order to access your existing SAFE applications, please click the button below to access the new myOhio platform.

[MYOHIO PLATFORM](#)

4) Login or Create an Account





Please login to access the Ohio ID Portal using your OH|ID Account.

Please click the link below to create your OH|ID Account in a few simple steps.

[Create New Account >](#)



Username:

Password:

[Log In](#)

[Forgot username/password?](#)

[Need Help?](#)

5) Educator Licensure and Records (CORE)

workforce development plans

comparability

**Data Submission Forms**  
Submit EMIS data appeals & waivers

**Department of Education Application Request**  
Request access to Education applications

**Educator Licensure and Records (CORE)**  
Apply, renew, and maintain licenses

**Learning Management System**  
Online training tool

6) Action

Status	Effective Year	Expiration Date	Credential Number	Action
Issued	2015	06/30/2020	21084180	Action Print
Issued	2015	06/30/2020	21084179	Action Print
Issued	2015	06/30/2020	21084178	Action Print

7) Renew

- View Credential
- Add Area
- Advance
- Align
- Renew**
- Print

8) Select Effective Date 07/01/2020. Start Application Process.

The screenshot shows a modal window titled "Start Credential Application Process". Inside the window, there is a text input field for "Credential:" containing "5 Year Professional High School (7-12) License". Below this, there are three sections: "You chose to:" with a dropdown menu set to "Renew"; "Effective:" with a dropdown menu set to "07/01/2020"; and "Will Expire:" with a text input field set to "07/01/2025". At the bottom right of the modal, there is a red button labeled "Start Application Process" and a white button labeled "Close". Two black arrows point to the "Effective:" dropdown and the "Start Application Process" button.

9) Continue

The screenshot shows a modal window titled "Additional Information" with an orange header. The main text reads: "You may align this license to an existing credential. Please [click here](#) for more information. Do you want to start over to align this credential, or continue?". At the bottom, there are two buttons: "Start Over ✓" in an orange box and "Continue ✗" in a white box with a grey border. A black arrow points to the "Continue" button.

### Choose One That Applies

- 10) LPDC IRN Number (014305) and select Cleveland Heights-University Heights LPDC-Certified Staff
- 11) IRN Number (043794)-Classified Staff
- 12) You can align multiple licenses
- 13) Select and pay

**If you need to update your BCI/FBI background check, which needs to be done every 5 years, please stop by the HR office Tuesday or Thursday between 9am-11:30am & 2:30pm-4pm.**