**Online License Renewal Process**

As of January 1st 2014, all license renewals will be through the following online process. These are my notes on how to renew on line. Be aware, the process may change slightly as ODE updates their system. This was the process needed in March 2015. Please use them as a guide only.

\*\* Use Google Chrome or Firefox as your browser. You probably have Chrome on your school computer. It is the red/green/yellow button at the bottom. Explorer is not very compatible with the application site. If you need help, find a techier person. Sorry.

1. Go to the ODE homepage: <http://education.ohio.gov/>
2. Click the SAFE link at the very top middle of the page.
3. When on the SAFE Account sign-in, either sign in if you already have an account or sign up for a SAFE Account. If signing up, be aware of the restrictions on the password.) Save your password somewhere you can find it. This is YOUR password and not one assigned by the LPDC.
4. Once into your SAFE Account, click on ODE-CORE.
5. Hover over My Educator Profile and scroll down to My Credentials – Renew Existing Credentials. Click on this link.
6. Once you have chosen this link you should see a list of all current and previous licenses you have held with the most recent at the top. Select ACTION at the license to be renewed. Choose Renew and the year to be renewed. NOTE: All credentials and certifications should be listed on this license and will transfer automatically. If you have multiple licenses (i.e. P-3 and School Psych, PE K-12 and History 7-12), please follow the additional directions below.
7. Click APPLY.
8. Choose your effective date (the year to begin your renewal). All Teaching Fields should be listed and marked for you.
9. Choose Save Application and Next at the bottom of the screen.
10. Answer the given questions. At the Employment in Ohio section, an additional section will appear for signatures. Either type in the VWCS LPDC IRN number - 008849 or search for Van Wert City School and click Find. Click on VWCS LPDC.
11. Continue to fill out the rest of the form, legal questions, etc.
12. Check the Applicant Signature box to verify. Click the Save Application and Next button.
13. You should now be on a documents page. **No action** is required here as you are renewing through the LPDC and we have verified your paperwork/CEUs. Click Save Application and Done at the bottom.
14. You should now be on the My Applications page. Here you need to click on the box beside the dollar sign of application you are renewing. Then choose Pay $200 (or other amount) for Selected Applications above the original box.
15. On the My Account page, check over the basic info and then choose Next at the bottom. Your account balance is probably $0.00. Click box - Click here to pay $200.
16. Fill out the billing/Credit Card info. (Visa, American Express, Discover, and Mastercard.) Complete needed info on billing. Submit address and continue to fill out credit card information and click Submit on each step.
17. At this point you should be done! Your application should be submitted with payment. Notification will be automatically sent to your LPDC Chairperson/Signer. The Chairperson/Signer will then click approved as soon as s/he has verified 18 CEUs of PD. You should also receive an email from ODE saying you have completed the online renewal process and they are waiting for the esigner. Congrats!

**Multiple Licenses**:

(Sorry these are a bit vague, I haven’t needed to complete multiple applications yet. This could also be incomplete as it has changed since I wrote it originally.) If you have multiple licenses listed separately, complete through approximately step 16 above. Instead of hitting the Save and Done button, just hit the SAVE button, which should return you to your credentials. This should allow you to choose your next license for renewal and repeat much of the process above. When done renewing all licenses, then use the Save and Done button to go to the payment page. You should be charged for an initial license at $200 and each additional license at $20.

**Other Helpful Resources**:

The ODE website has several (possibly) helpful links at <http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Additional-Information/My-Educator-Profile>

At this page you will find Resources about half way down. The resources include a you-tube video on how to fill out the electronic application and a PDF with various screen shots and instructions on how to sign up for a SAFE account, apply for various licenses, pay electronically, etc. I would recommend looking at page 22 of this document if you are having trouble applying for license renewal online.

Please also use your LPDC members as a resource for helping complete the online license renewal process. We are willing to set up a time to meet and work through this application with you if you do not feel comfortable navigating the site yourself this first time through.

**To check on the status of a license renewal:**

1. Follow steps 1-4 above.
2. Choose the My Applications link (View Application Status).

