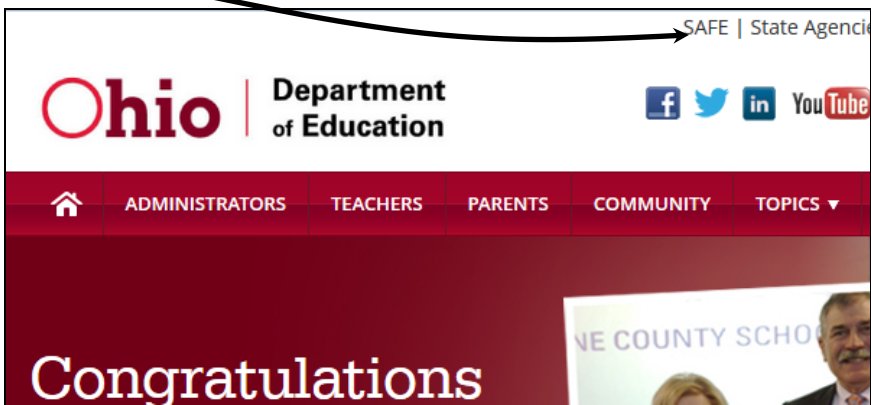


Instructions to complete online licensure application through ODE.

Updated – February 2016

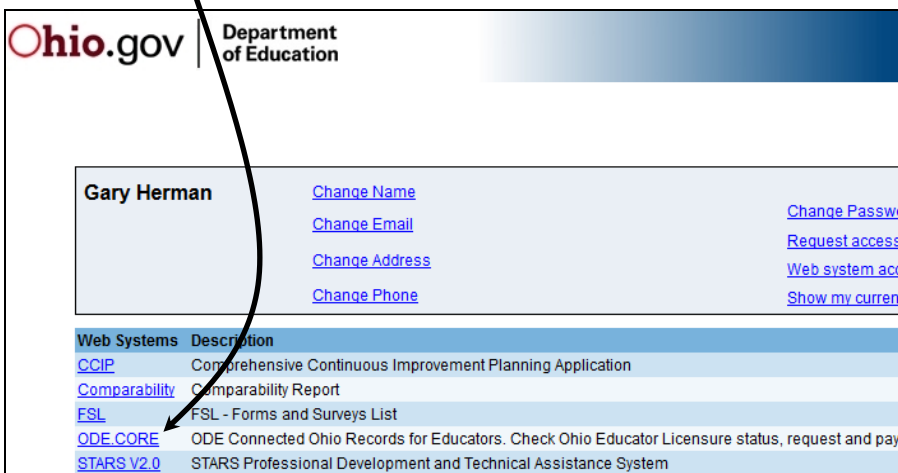
- 1.) Access ODE website <http://education.ohio.gov>
- 2.) Click on SAFE Account link at top of ODE website.



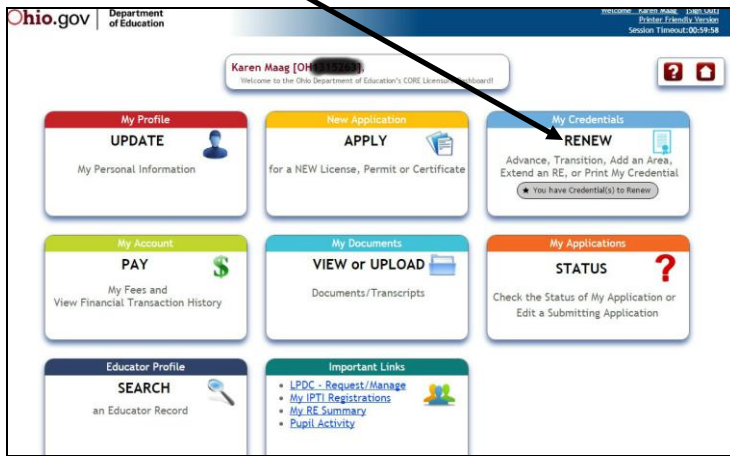
- 3.) If you do not have a SAFE Account, create one. **Or**, if you do have one, sign into your SAFE Account.



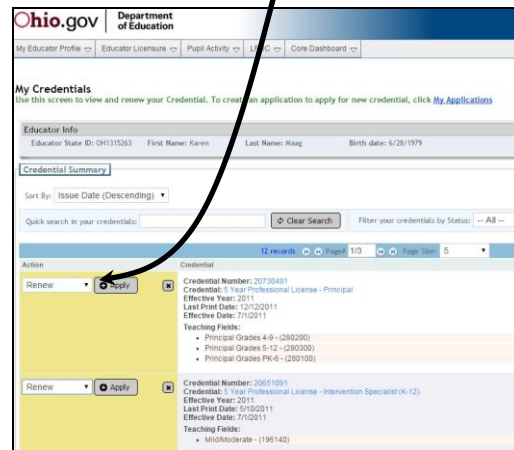
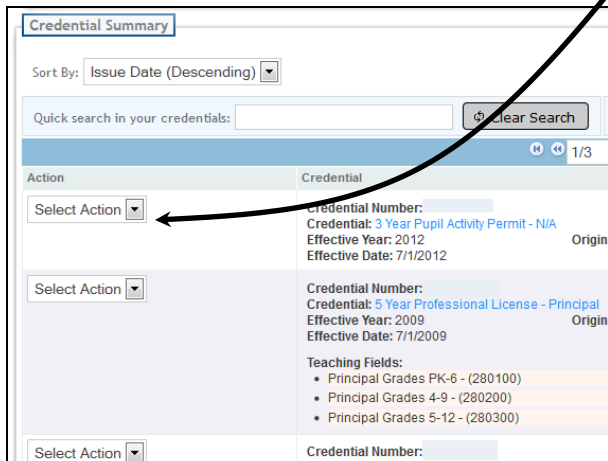
- 4.) Click on ODE.CORE.



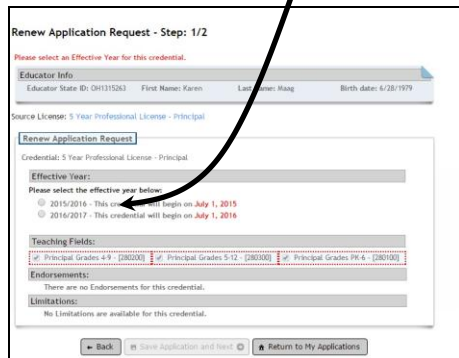
5.) Click on button to “RENEW”.



6.) A listing of all licenses will be displayed. Click on “Select Action” and choose “Renew”. Continue to follow prompts.



7.) Verify the correct “effective year” for the new license. Then complete all legal questions.



8.) When prompted to select organization for LPDC signature, be sure to choose “Putnam County LPDC”.

Background Checks and Signatures - Step: 2/3

Educator Info
 State ID: OH115263 First Name: Karen Last Name: Herman Birth date: 3/30/1979

Application for: **Renew 5 Year Professional License - Principal**

Employment in Ohio
 Are you currently employed in the schools of Ohio?

Signatures

Select Organization

LPDC Signature: Putnam County LPDC

Be sure to choose "Putnam County LPDC" in the box for LPDC signature. DO NOT choose "Putnam County ESC". The correct IRN # to use when searching is: 014535

9.) It will ask you about uploading documents. You should not need to upload any documents to renew your license, so you can skip this step.

Application Documents - Step: 3/3

Application was saved successfully.

Educator Info
 Educator State ID: OH115263 First Name: Karen Last Name: Herman Birth date: 3/30/1979

Application for: **Renew 5 Year Professional License - Principal**

Document Instructions

Click [this link](#) to determine if documents are required for this application. The following documents may be required for your particular application. Please check with your school/district, or see our website for application instructions and verification of requirements for your specific licensure request.

- Transcript
- Verification of Military Service - Military Fee Waiver Only
- Educator Licensure as LPDC Form

If a transcript is required to process your application, please scan and upload your [official](#) transcript in PDF format only. We cannot accept grade reports, photos of transcripts or unfiled transcripts. It is not necessary to reupload transcripts already on file.

- Cover date of degree must be visible.
- Include all pages of transcript (front and back).
- Registrar's signature and transcript key code must be visible.
- Create one PDF file per transcript (do not submit pages separately).
- Upload transcripts from multiple schools/colleges separately (i.e. each transcript should be one PDF file).

If you are unable to upload in this manner, please mail your official transcript to our office for review.

Ohio Department of Education
 Office of Educator Licensure
 25 E. Front Street, 4th Floor 100
 Columbus, OH 43215

Document Type: --Select Type--

Select Documents: No file chosen

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

10.) If you have multiple licenses, you will need to repeat the entire process for each license. When finished, it may look as though you will be charged \$200 for EACH license. But, you will see that before you submit your payment, they will include the CORRECT fee (\$200 for first license, \$20 for each additional license).

My Account

Educator Info
 Educator State ID: [REDACTED] First Name: Karen Last Name: [REDACTED] Birth date: [REDACTED]

2 Credential Requests

You have selected to pay for the credentials listed below. Please review this list and the amount due. If this is not correct, click [here](#) to select different application(s).

Please note: \$25 of the processing fee is non-refundable if eligibility requirements for the license are not met.

Action	Effective Year	Credential	Amount Due
Renew	2016	5 Year Professional License Principal [Discounted]	\$200.00
Renew	2016	5 Year Professional License Intervention Specialist (K-12) [Discounted]	\$20.00

Note: They will ONLY accept Visa or Master Card.