

HOW TO RENEW YOUR ODE LICENSURE ONLINE

The Ohio Department of Education will only accept licensure renewal applications online. If you are ready to renew your license or need to check the date of expiration:

1. Go to website: <http://education.ohio.gov/>
2. Click on SAFE on the top of the webpage.
3. Sign into your SAFE account (if you do not have a SAFE account, follow the instructions on the webpage)
4. Click on ODE.CORE (under web systems)
5. You should see a box titled "My Credentials". In that box will be a link for you to click stating you have a credential to renew. This will start the application process.
6. Below are a couple things you may have questions with:
 - a. The effective year of the licensure should be 2018-2019.
 - b. You can verify the last time you were fingerprinted by clicking on the plus sign next to the background checks during your application. The Ohio Department of Education must have a BCI on file for you (regardless of when it was completed) and an FBI must be submitted once every 5 years. If fingerprinting is needed, please call to schedule your appointment.
 - c. If during your renewal process it asks for a signature or district name, click on the magnifying glass and in the IRN box type 048603 and click find. Miami County ESC will show up, click on it and it will be put back into your application.
 - d. Once everything is completed you will make your payment online.

If you have a problem creating and/or logging into your SAFE account, please contact the Ohio Department of Education at 877-644-6338 and choose option 3.

If you have any questions regarding your licensure or need updated fingerprinting, please give Amy a call at 937-339-5100, ext. 1343.