

# Step-by-Step Credential Application Guide to RENEW a Substitute Teaching License

## Preliminary steps for renewing your license

[Review information here](#) about the qualifications to renew your license. This Web page also is available by visiting [education.ohio.gov](http://education.ohio.gov) and searching for *substitute license*.

Your application may be declined if you apply to renew this license before you:

- **Contact a school or district** where you want to work and complete the hiring process.
- **Notify** the school or district that you will be selecting them to electronically sign your application.

## Get started with your SAFE account

(A SAFE link appears at top of every page at [education.ohio.gov](http://education.ohio.gov).)

### Do you already have a SAFE account?

If yes, [sign into your account](#) from the SAFE portal.

### Not sure you have a SAFE account? Forget your user name and/or password?

Follow the prompt "forgot username or password" in the blue sign-up box [on the SAFE portal](#). *Please do not create a second SAFE account, even if your name has changed since your account was first set up.*

### If you do not already have a SAFE account, here's how to set yours up:

On the [SAFE portal](#), click the "Sign Up" button. You will need to verify your identity. The fastest way is with a valid Ohio driver's license or a state identification card. View [other acceptable documents here](#) or search for: *SAFE – identification* from [education.ohio.gov](http://education.ohio.gov).

### For more assistance with SAFE:

- Note that on the SAFE portal, there is a [Sign-Up Help](#) document.
- For answers to any further questions regarding the SAFE sign-up process, please contact [SAFE.Admin@education.ohio.gov](mailto:SAFE.Admin@education.ohio.gov) or contact (877) 644-6338.

#### What is SAFE?

The Ohio Department of Education (ODE) launched the Security Application For Enterprise (SAFE) Web portal in May, 2003. SAFE is a Web Portal and a "single sign on" software security solution for ODE customers.

Don't have a SAFE account?

[Sign Up](#)

[Safe Sign up help](#)

Started sign up process?

[Check Signup Status](#)

Sign in with your SAFE Account

Are you an ODE employee?

User Name

Password  [Forgot user name or password?](#)

# Access the Connected Ohio Records for Educators (CORE) system

1. Log into your SAFE account.
2. See the Web systems heading and click on *ODE.CORE*.

Ohio.gov | Department of Education

Joe Teacher  
DEVELOPMENT  
[Contact Us](#) | [SAFE Home](#) | [ODE Home](#) | [Sign Out](#)

**Joe Teacher**  
carol@ddd  
123  
col, OH 44444  
614-644-4444 (Home)

[Change Name](#)  
[Change Email](#)  
[Change Address](#)  
[Change Phone](#)

[Change Password](#)  
[Request access to Adult learner/Scholarship/CCIP](#)  
[Web system access information](#)  
[Show my current roles/access](#)

Web Systems	Description
<a href="#">FSL</a>	FSL - Forms and Surveys List
<a href="#">ODE.CORE</a>	Online Licensure System
<a href="#">STARS V2.0</a>	STARS Professional Development and Technical Assistance System
<a href="#">Usability Test Center</a>	Please click here to help us make the ODE Web site easier to use

3. On the CORE dashboard, select *UPDATE My Personal Information*. You must have a valid current email address in this profile to receive communication regarding your renewal.
4. Return to the CORE dashboard by using the drop-down menu at top right titled *Core Dashboard*. Then click on *RENEW*.

My Educator Profile ▾ | Educator Licensure ▾ | Pupil Activity ▾ | LPDC ▾ | Core Dashboard ▾

Joe Teacher [OH3000484],  
Welcome to the Ohio Department of Education's CORE Licensure Dashboard!

3 **UPDATE** My Personal Information

**APPLY** for a NEW License, Permit or Certificate

4 **RENEW**  
Advance, Transition, Add an Area, Extend an RE, or Print My Credential  
★ You have Credential(s) to Renew

**PAY** My Fees and View Financial Transaction History  
★ Pay for My Application(s)

**VIEW or UPLOAD** Documents/Transcripts

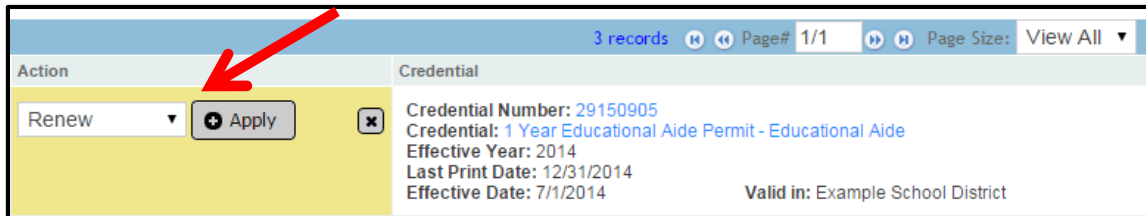
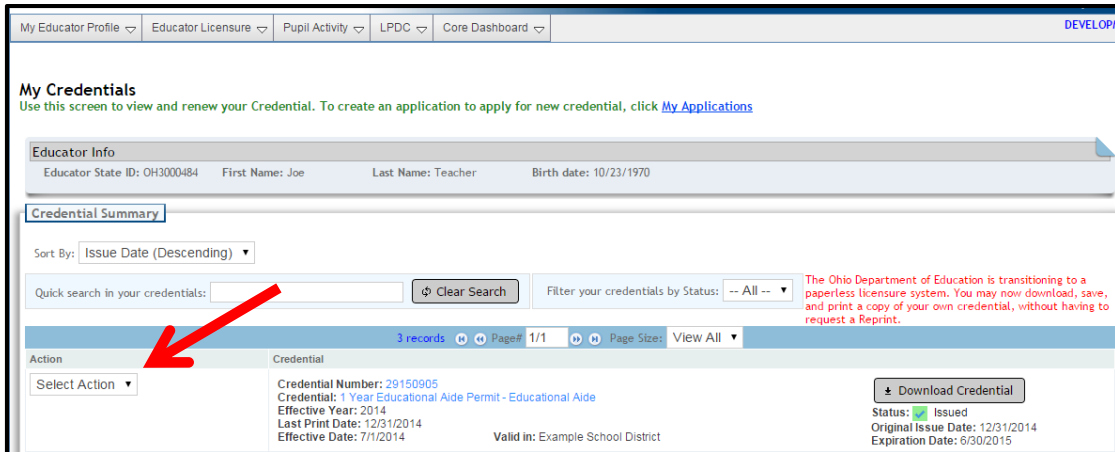
**STATUS** Check the Status of My Application or Edit a Submitting Application

**SEARCH** an Educator Record

**Important Links**

- [LPDC - Request/Manage](#)
- [My IPTI Registrations](#)
- [My RE Summary](#)
- [Pupil Activity Provider](#)

- Click on the *Select Action* drop-down menu next to the credential to be renewed. Select “Renew.” Then click on the button *Apply*.



## Step One: Select the Term, Effective Year and Organization


- Select the *Term* (one year or five years).
- By the word *Credential*, use the drop-down menu to select either a short-term or a long-term substitute license.
- Select the *Effective Year*





- If you are applying for a long-term substitute license, select the teaching field(s) for which you are qualified to substitute teach, if applicable (not all long-term substitutes require the selection of a teaching field).
- Verify that the name of the district where the credential is valid is still correct. If you have moved to a different district since you applied for the current permit, you may change the district name (next to the words *Valid In Organization*) to that of the organization that will electronically sign your renewal application. There are two ways to enter a new district:

**The best way** to ensure that you have the correct district name in this box is to ask your district for its information retrieval number, also called IRN. You also may [search for the district's IRN here](#) by entering the district name. Enter the IRN after *Valid In Organization*.

**Another way** to complete this step if you do not have the IRN is to click the *Search* symbol at right to open the Search Organization dialog box.

**Search Symbol** 

Valid In Organization:   

If you do not have the IRN, entering any part of the name will automatically start a search. A few tips:

- A search using the name *Ohio State* will return all organizations that *begin* with the words *Ohio State*. To search for all organizations that have letters or words *before* the word Ohio, enter an asterisk before the word Ohio (*\*Ohio*.)
- After entering the search term, click *Find*.
- Click on the correct *Organization* to select it.

**Search Organization for Superintendent Signature** ✕

**Search on:**

IRN:       Name:   
(Wildcard "\*" allowed.)



**Search Result**

No Organization found.

To move ahead, click on *Save Application and Next*.

## Step Two: Background Checks and Signatures

11. Note that if you changed your district in the *Valid In Organization* box in Step 1, your e-signer organization must match this organization name in the *Signature* area of Step Two. Search for your organization and select it as in Step 1.
12. Background Checks – Click on the + sign next to Background Checks to see the date your last background check was completed. Ohio law requires that all individuals must have an Ohio Bureau of Criminal Investigation (BCI) *and* FBI criminal background check when the Ohio Department of Education issues their first Ohio educator license, certificate or permit.

If an individual then resides continuously in Ohio, he or she does not need to update the BCI background check, but must obtain an updated FBI check once every five years. If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, then he or she will need to update both the BCI and FBI background checks.

Your background checks must be currently valid before the department can issue your renewal request. See [answers to more questions about background checks here](#).

13. Answer all questions and then check the *Applicant Signature* box.
14. Click on the *Save Application and Next*. Or, if you do not need to upload a document, click *Save Application and Done* button.

## Step Three: Upload Documents, Pay and Submit the Application

**Note:** If you do not need to upload a document, skip ahead to step 16, *Save Application and Done*. Applicants who need to upload documents are those who wish to submit verification for the military fee waiver or a transcript indicating completion of course work for a new teaching field.

15. Upload the necessary documents as indicated on the [Substitute License Web page](#) at [education.ohio.gov](#). Also, if eligible, those who wish to apply for the military fee waiver should upload the required verification documents indicated on the [License Fees for Military Web page](#) at [education.ohio.gov](#).
16. To upload a document, click on the *Document Type* drop-down menu to select the appropriate choice. Then click on *Choose File* to browse your computer files. Find the correct file, click on it, then click on *Upload*.

Document Type:\* --Select Type--

Select Document:\* Choose File No file chosen Upload

[Allowed upload file type(s): PDF, BMP, GIF, JPEG, JPG, PNG, TIFF, TIF, PJPEG and maximum file size: 3.5 mb ]

Uploaded Documents

No Documents found.

Previous Save Application and Done

17. Click on *Save Application and Done* to submit the application. Any errors in the application will appear in red at the top of the screen. These must be corrected for a successful submission.
18. If the application was submitted successfully, the *My Applications* screen will be displayed for payment. Under *Applications Not Yet Submitted*, click on *Select and Pay* in the far right column for the application(s) you wish to pay for.

Type	Credential	Details	Created Date	Last Updated	Action	Select and Pay
New In State	1 Year Short Term Substitute License - General Education	<a href="#">More details</a>	7/15/2015	7/15/2015		
			3/6/2014	3/6/2014		

19. Click on the gray box with the shopping cart icon that says *Pay for Selected Application*. Then on the *My Account* screen under *Payment Due*, select *Click here to pay the fee*.

**Applications Not Yet Submitted**

Quick Search in Submitting Applications:

To pay for one or more applications at the same time (and receive a discount if applicable):

- Check the **Select and Pay** box for every application you want to pay for
- The total amount due will appear in the **Pay for selected applications** button. Click that button to submit and pay

Type	Credential	Details	Created Date	Last Updated	Action	Select and Pay
New In State	1 Year Short Term Substitute License - General Education	<a href="#">More details</a>	7/15/2015	7/15/2015		<input type="checkbox"/>
			3/6/2014	3/6/2014		

**Payment Due**

The total amount due is shown below.

Current Account Balance:	\$0.00
Total Credential Payment:	\$25.00

Click here to Pay \$25

20. Please select the method of payment in the drop-down menu. Then click on *Submit Selected Application(s)*. Click on the *Next* prompts to enter your payment information and submit the application.

Choose Payment Method

Payment Amount: \$25.00

Payment Method: E-Check ↖

**Payment Method**

Payment Entry

Payment Review

You will receive an email message acknowledging the submission of your application. Thank you for your interest in working with the students of Ohio.

## TIPS FOR USING THE ONLINE APPLICATION

### Want to save your application and edit it later?

- Click the *Save My Application* button in any step. Upon your return, log into SAFE and ODE.CORE as directed in the steps beginning on page one.
- Select *My Applications (STATUS)* from the CORE dashboard. Find your saved application under the *Applications Not Yet Submitted* heading. Under the *Action* heading at right, click on the **pencil icon** to **edit** your application.

### Checking on the status of your application

The department will send you email notifications at several points about your application: 1) an acknowledgement that it was received; and 2) a notice that your application was either: a) approved and

issued; b) placed on hold; or c) declined. You also may receive email communication directly from your e-signer with questions or comments about your request.

You may log into ODE.CORE to learn where your application is in the review process. On the CORE dashboard, click on the *My Applications* button. On the *My Applications* screen, you will see a note about your application in the *Status* column. If the application was placed on hold, a detailed note will explain the reason for the hold and any steps you must take to move the review process forward. You also will receive this detailed note via email.

The Ohio Department of Education and local electronic signers make every effort to process applications as promptly as possible – but the processing time will vary depending upon the complexity of the application and the volume of requests submitted at the time.

### **Keeping a record of your issued credential**

A person who has a valid credential may download, save and print an official copy of the license or permit from the *My Credentials* screen. Districts also will maintain records of issued credentials and may ask each individual to provide a copy for district files.

### **When can I renew my credential?**

Note that you may renew your credential starting on Nov. 1 of the year before it expires, provided you have completed all of the necessary requirements.