



Ohio

CORE Applicant User Manual

OFFICE OF EDUCATOR LICENSURE

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Accessing the CORE System

Access to the Ohio Department of Education's Connected Ohio Records for Educators (CORE) system is available through the Department's Secure Application for Enterprise (SAFE) portal. Users must have a SAFE account to access the CORE System. Begin by visiting the Department's webpage at education.ohio.gov.

1. Click the SAFE link at the top of the page to display the SAFE sign-in page.



2. Enter your user name and password and click Sign In. If you do not have a SAFE account, click *Sign Up* and follow the instructions to create one. Click *Safe Sign up help* to view the instruction manual.

Please click the *Forgot user name or password* link if you do not remember your user name or password. Follow the instructions to receive a new password via email.

Your personalized CORE Dashboard will be displayed after you successfully log in to the system.


A screenshot of the SAFE sign-in page. The page has a blue header with the text "SIGN IN WITH YOUR SAFE ACCOUNT". Below the header is a checkbox labeled "Check if you are an ODE employee." followed by a horizontal line. There are two input fields: "USER NAME" and "PASSWORD". Below the "PASSWORD" field is a blue "SIGN IN" button and a red link "FORGOT USER NAME OR PASSWORD?". At the bottom, there are two columns of links. The left column has "Don't have a SAFE account?" with a blue "SIGN UP" button and a blue link "Safe Sign up help". The right column has "Started sign up process?" with a blue "CHECK SIGN UP STATUS" button.

CORE Dashboard

The CORE Dashboard allows you to navigate the CORE Online Licensure system. This easy-to-use page allows you to access the features in CORE. The items that appear on the Dashboard are customized to the individual logging in. The red ribbon at the top of the page will indicate access areas based on your unique user role(s).



My Profile

The **My Profile** section of the Dashboard houses your demographic information. **Please note that you must update your information under My Profile before starting or submitting an application.** To access your information in **My Profile**:


1. Click **My Profile** in the red ribbon at the top right of the screen on the CORE dashboard.
2. Update your information (address, phone or email) by clicking the  icon.
 - o Click *Edit* in the section that needs updated and make the necessary changes in the pop-up box.
 - o Click *Save*.
 - o Click *Return to Page* when you are finished updating your information.
3. Click *Go back to Dashboard* to return to the Dashboard.




It is important to keep your information current. The Department uses the information in **My Profile** to contact applicants regarding their applications.


 My Profile 


Please be sure the contact information below is current.



 SSN is required to obtain State Id.

Name:

 An Educator State ID is required. Please click on *Obtain State ID*.

State ID: SSN:  Date of Birth:

Home/Mailing Address: 

Primary Phone:  Primary Email: 

DASHBOARD FEATURES

- The **HELP** icon in the blue ribbon at the top of the Messages & Notifications box links to a list of helpful resources.
- **Messages & Notifications** displays important information.
- **My Credentials** displays your active and historical credential information. From this section, you may begin an application for a new license or renew, advance, align or transition currently held licenses. You also may download and print a copy of your active credential. NOTE: You must click *View History* to see a full list of your credential history.
- **My Application Status** displays the status of your application(s). You may edit, delete or submit an application you began previously. You may edit or delete any application you have not yet submitted. Click *Action* next to the credential application you need to edit. You may change any information except the type of credential you requested. If you requested the wrong credential, you must delete the application request and start a new one.
- **My Account** displays your payment history and current account balance. You may make a payment from this section. Submitting a payment is easy with the secure, online system that accepts credit cards and electronic checks (E-Checks) for licensure applications.
- **My Documents** displays documents you have uploaded to your account. You may upload required transcripts and other documents.
- **My Background Checks** displays your BCI/FBI background check history.
- **My Resident Educator Summary** allows Resident Educator and Alternative Resident Educator license holders to view their progress in the Resident Educator program and the results of any Resident Educator Summative Assessment scores.
- **Assessment Data** displays your licensure exam history.
- **High Performing Educator Summary** displays your eligibility criteria information for the consistently high-performing teacher designation.

How Do I Request an Educator State ID Online?

The Ohio Department of Education creates and assigns Educator State ID numbers to individuals in CORE. The Educator State ID is necessary to complete an application. Educator State IDs also help Department staff identify and eliminate the occurrence of duplicate records in the Department's database.

Please complete the following steps to request an Educator State ID:

1. First, you must have a SAFE account. If you do not have a SAFE account, please follow the instructions in the **Accessing the CORE System** section of this manual.
2. After you have created a SAFE account, log in to SAFE and select *ODE.CORE* from the SAFE Portal Menu.
3. Select *My Profile* from the CORE Dashboard.

Please note: If you are a credentialed educator in the State of Ohio, you already have an Educator State ID. You will see it on your Dashboard and in My Profile. **IF** you are a credentialed educator in the State of Ohio **and** the *Obtain State ID* button appears, you may have a duplicate record. This requires maintenance in the Department's data system. **DO NOT click Obtain State ID if you are a credentialed educator.** Please contact Educator Licensure Customer Support at Educator.Licensure@education.ohio.gov to correct the duplicate records.

4. Click *Obtain State ID* and answer the questions in the pop-up box. If you answer *Yes* to any of these questions, you already have an Educator State ID. You may be prompted to select an account that matches your demographic information. Once you have answered all the questions correctly, your Educator State ID will be assigned automatically and appear in the Educator State ID field on the My Information screen.

Obtain State ID ✕

Please select Yes or No to the questions listed below:

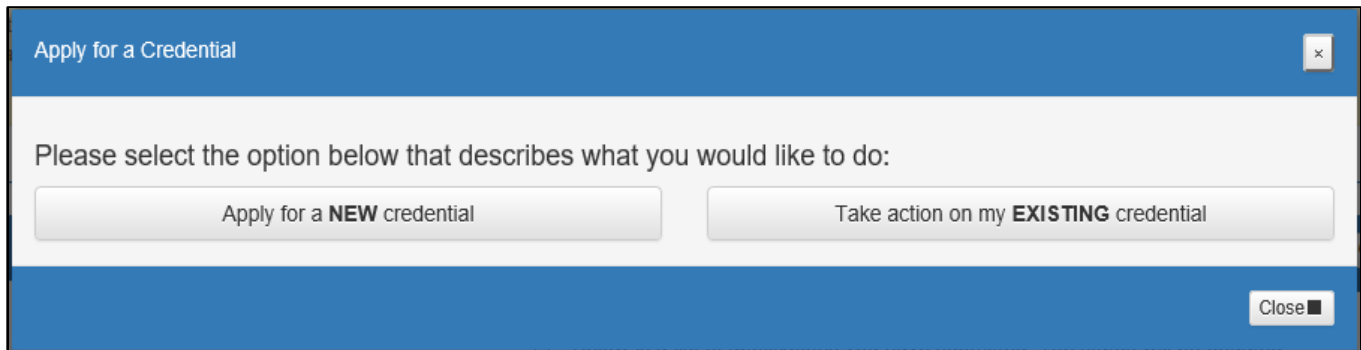
Have you ever requested educator licensure from the Ohio Department of Education?	Yes No
Do you have an Issued or Expired educator license, certificate, or permit in the State of Ohio?	Yes No
Are you currently an enrolled e-Signer for licensure requests in the CORE system?	Yes No

Close ■

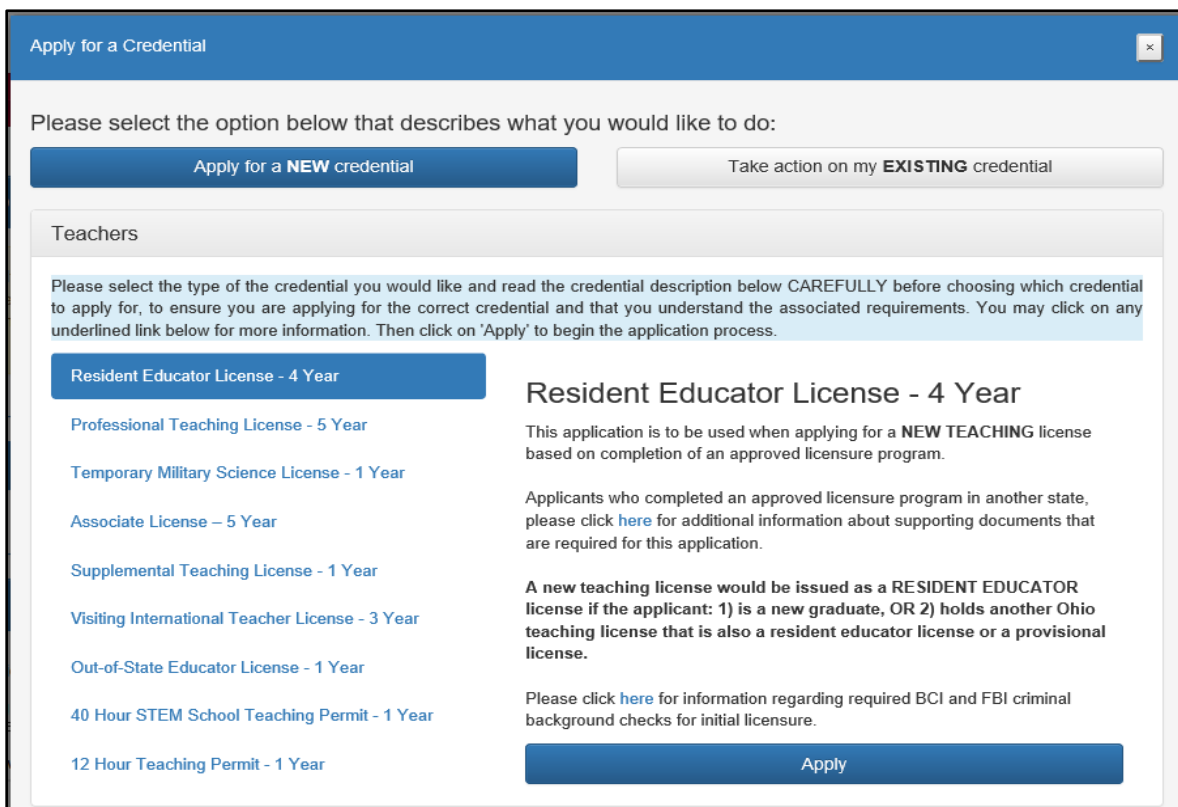
How Do I Submit a New Application?

Please complete the following steps to apply for licensure:

1. To begin an application for a **NEW** credential, click *Apply for a NEW Credential* in the My Credentials section on the CORE Dashboard.



2. A pop-up screen will prompt you to select an application type.
3. Click *Apply for a **NEW** credential* if you wish to apply for a new license.
 - o The next screen is organized by categories of licenses. Click the category to view a list of available licenses. Example: Click *Teachers* to view a list of all licenses for which a teacher may apply.
 - o Select a license type to get a full description of that credential and helpful links to more information for out-of-state applicants, background checks and other requirements.
 - o Once you have selected the license type, click *Apply* to begin the application.



4. Click *Take action on my **EXISTING** credential* to select actions appropriate to your previously issued credential.
- o The next screen will display different options for your previously issued license(s).

Apply for a Credential

Please select the option below that describes what you would like to do:

Apply for a **NEW** credential

Take action on my **EXISTING** credential

Add A Teaching Field Or Endorsement To My Credential

Advance My Credential

Align My Credential

Correct My Credential

Extend My Credential for 1 Year

Renew My Credential

Transition My Credential

If you do not see the option you are looking for and would like to apply for a NEW Ohio Educator Credential please click [here](#)

Close

APPLICATION INFORMATION

Throughout the application process, you must provide information related to your specific application. You will be required to answer questions regarding your residency, military service and criminal history. Additionally, you must electronically sign your application by selecting Yes in the Applicant Signature section. Please see below for information regarding some of the prompts.

- **Effective Date.** If applicable, you will need to select an effective date for your credential during the application process. **Note that all credentials will be “effective” on July 1 of the chosen effective year.**
- **E-Signature.** If your application requires an electronic signature from an employing school/district/LPDC or from an Ohio college/university, enter the IRN provided by the organization or the name of the organization. Select the correct organization by clicking the name or IRN in the list that populates. You also may click *Find* and type the IRN or organization name in the pop-up box provided and click *Find Organization*. If you accidentally select the wrong organization, simply click *Reset* to clear the selection.
- **Documents.** If your application requires the submission of documents, click *Upload Documents*. You may open and view any document previously uploaded.



Transcripts

If a transcript is required to process your application, please scan and upload your original, official transcript in PDF format only. **We cannot accept grade reports, photos of transcripts or unofficial transcripts.** It is not necessary to resubmit transcripts already on file. Please see the following requirements before uploading your transcripts:

- The date your degree was awarded must be visible.
- Include all pages of transcript (front and back).
- Registrar's signature and transcript key/guide must be visible.
- Create one PDF file per transcript (do not upload pages separately).
- Upload transcripts from multiple universities separately (each transcript should be one PDF file).
- Electronic transcripts may only be sent **directly from the issuing college/university** to educator.licensure@education.ohio.gov.
- Please do not submit transcripts that will expire or are password protected or locked.
- If you completed your coursework outside the US, you must provide a course-by-course analysis from a Department approved international credential evaluation service for college coursework completed outside the United States. Please see our [list of approved organizations](#).

Additionally, you may mail your official transcript to our office for review:

**Ohio Department of Education
Office of Educator Licensure
25 S. Front Street, Mail Stop 504
Columbus, OH 43215**



Bundling Applications

You may bundle multiple applications of the same license type and action and pay for all of them at once. For example, if you have multiple five-year professional licenses to renew, you may bundle them and submit one application and payment. Click *Request Additional Credential* at the bottom of the application.

APPLICATION PAYMENT

1. **Pay and Submit Applications.** Click *Include* for the application(s) you wish to submit. You will see the total amount due for all applications selected.
2. Click *Continue*. You will see a pop-up box verifying you are navigating to the external payment site to process your secure, online payment.
3. Click *Continue* to make your payment or *Cancel* if you do not wish to make a payment yet. Do not click your browser's back button from this screen.

Pay and Submit Applications

\$ Credential Applications Payment

You have started the following Credential Applications:

Initiated	Credential(s)	
04/20/2018	4 Year Resident Educator Early Childhood (P-3) License / New Out of State	<input type="button" value="Include"/> <input type="button" value="Do Not Include"/>

Total Amount Due

This amount reflects the total amount due based on your selection(s) and any positive or negative balances in your account. Please submit the amount shown.

Total Amount Due: \$160.00

4. **Choose Payment Method.** You may pay for your application with a credit card or electronic check (E-Check). Select one of these choices in the Payment Method drop-down menu. Click *Next*.

Choose Payment Method

Payment Amount: * \$160.00

Payment Method: * --SELECT--

Payment Method

- Payment Entry
- Payment Review

E-CHECK PAYMENT

- You may use either a checking or savings account to make a payment by E-Check. Enter the bank routing number, your bank account number and your email address. Then click *Review* to proceed.

Payment Amount:* \$160.00
Payment Method:* E-Check

Bank Routing Number:*
Bank Account Number:*
Re-Enter Bank Account Number:*
Email: mary.teacher@yahoo.com

Back Review

- Review Payment Details.** Review the details on the following screen and click *Make Payment* if the information displayed is correct. If you need to make changes, click *Back* to return to the previous screen.

Review Payment Details

Payment Amount: \$160.00
Payment Method: E-Check
ACH Bank Routing Number: 000110110
ACH Bank Account Number: 74123
Email: mary.teacher@yahoo.com

Back Make Payment

- While your payment is processing, a spinning circle will appear. **DO NOT press any keys on your keyboard or use your mouse during this time to ensure proper payment processing.**
- Application Submitted.** After your payment is processed, you will return to your Dashboard where you may view the status of your application.
- Verify Payment.** In the My Account section, you will see your payment posted to your account. You also will receive an email confirmation of both your payment and the submission of your application.

CREDIT CARD PAYMENT

- Select Credit Card from the Choose Payment Method screen to process a credit card payment. The following credit cards may be used: American Express, Discover, Master Card or Visa. **Please note:** You must use a credit card or a debit card that does NOT require a PIN. Cards that require a PIN are not accepted. Prepaid cards are acceptable if they do not require a PIN.

Enter Payment Information

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.

The following link provides information regarding the [card security code](#).

Ohio Department of Education - Educator Licensure Payment Summary

Total: \$160.00

Payment Information

* Credit Card Number: * Credit Card Type:

* Expiration Month: * Expiration Year:

* Card Security Code:

Billing Information

First Name: Middle Name:

* Last/Business Name: * Phone:

* Address Line 1: Address Line 2:

* City: * State/Province/Region:

* Zip/Postal Code: Country:

Email: Email Receipt:

- Enter the necessary information on the credit card payment screen. The fields indicated with an asterisk are required. You must provide an email address and check the *Email Receipt* box to receive an email confirmation of your payment. Click *Continue* when you are finished.
- **Review Payment Details.** Review the details on the following screen and click *Confirm* if the information displayed is correct. If you need to change any information, click *Back* to return to the previous screen.
- While your payment is processing, a spinning circle will appear. **DO NOT press any keys on your or use your mouse during this time to ensure proper payment processing.**
- **Print Receipt (for credit card payments only).** Your receipt will appear on the next screen. You may print this for your records. You also will receive an email receipt if you checked the *Email Receipt* box and provided your email during the payment process. Click *Continue*.

Print Receipt

Your credit card payment has been successfully authorized. Thank you for using the Central Payment Portal online payment processing system.
Please print this page for your records and note the confirmation number below. This will serve as your receipt.

Ohio Department of Education - Educator Licensure Payment Summary

Payment Status: Authorized
Confirmation Number: 2722
Authorization Date: 10/31/2014 12:56:00 PM
Total: \$160.00

Payment Information

* Credit Card Number: *****
* Credit Card Type: MasterCard
* Expiration Month: ****
* Expiration Year: ****
* Card Security Code: ***

Billing Information

First Name: Mary
Middle Name:
* Last/Business Name: Teacher
* Phone: 6144444444
* Address Line 1: 123 Main St
Address Line 2:
* City: Columbus
* State/Province/Region: Oh
* Zip/Postal Code: 43215
Country: United States
Email: mary.teacher@yahoo.com
Email Receipt: Yes

Continue

- **Application Submitted.** After your payment is processed, you will return to your Dashboard where you may view the status of your application.
- **Verify Payment.** In the My Account section, you will see your payment posted to your account. You will receive an email confirmation of both your payment and the submission of your application.