

# Ohio Resident Educator Program CORE End-of-Year Completion Criteria Reporting Directions

**TECHNOLOGY REQUIREMENTS:** Internet Explorer is the recommended web browser for use with the Connected Ohio Records for Educator (CORE) system. If you do not have access to Internet Explorer, contact your school/district information technology specialist to help you access Internet Explorer.

Log into your SAFE account from this link: <https://safe.ode.state.oh.us/portal/>



Figure RE.1 – SAFE Sign In

If you do not have a SAFE account click on Sign Up to create a SAFE account or if you do not remember your account name and/or password, click on Forgot user name or password to request account information.

***\*If account information function does not work, please contact: Safe.Admin@ode.state.oh.us.***

**Click on the ODE.CORE link.**

Web Systems	Description
<a href="#">Collaboration Center</a>	Content Sharing and Work Site
<a href="#">FSL</a>	FSL - Forms and Surveys List
<a href="#">HRMS</a>	Human Resources Management System
<a href="#">ODE.CORE</a> ←	ODE Connected Ohio Records for Educators
<a href="#">STARS V2.0</a>	STARS Professional Development and Technical Assistance System

Figure RE.2 – ODE.CORE link

**NOTE: If an ODE.CORE link is not presented, contact your school/district OEDS Organization Administrator to provide you with “Coordinator-Resident Educator Program” access.**

**NOTE: The screen displayed here shows access to all modules, depending on your access privileges, your main page could differ from this screen.**

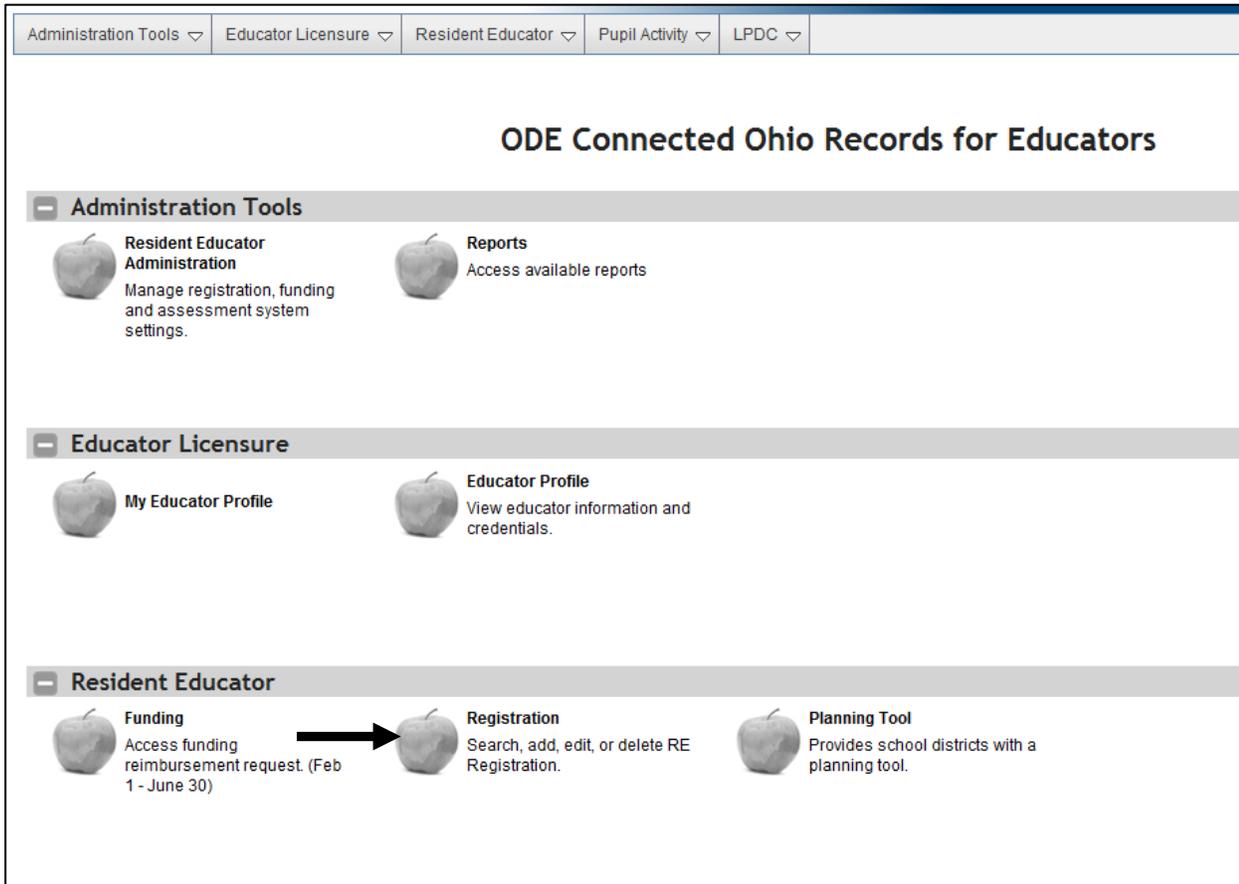


Figure RE.3 – CORE modules

To enter the Resident Educator Registration module, click on the Registration apple. This module is used for both registration and end of year completion criteria reporting.

### ***Find Teacher Registration***

You can search by a specific person, fiscal organization, work organization, school year, registration type, or any combination thereof.

Figure RE.4 – Registration Search

## **To search for a registration:**

1. The Registration Search page is displayed. (Figure RE.4)

**NOTE:** You cannot type in the search fields. You must use the Search icon .

2. Enter one or more of the following criteria:

a. Person: Click the Search icon  to open the Find Person dialog box.

i. Enter any combination of SSN, State ID, First Name, Last Name, Birth Date, or Middle Name.

ii. Click Find Person.

iii. Click on the correct person to select.

iv. The Search Person dialog box will close and the person's name will populate in the Person field.

v. To clear the Person field, click the Clear icon .

b. Fiscal Organization: Click the Search icon  to open the Search Fiscal Organization dialog box.

i. Enter an IRN and/or Organization Name. (The Name field will automatically perform a wildcard search, so a search for 'Ohio State' will return all organizations which begin with the words 'Ohio State'. A search for '\*Ohio' will return all organizations which have letters or words before the word 'Ohio'.)

ii. Click Find Organization.

iii. Click on the correct Organization to select.

iv. The Find Organization dialog box will close and the organization name will populate in the Fiscal Organization field.

v. To clear the Fiscal Organization field, click the Clear icon .

c. Work Organization: Click the Search icon  to open the Search Work Organization dialog box.

i. Enter an IRN and/or Organization Name. (The Name field will automatically perform a wildcard search, so a search for 'Ohio State' will return all organizations which begin with the words 'Ohio State'. A search for '\*Ohio' will return all organizations which have letters or words before the word 'Ohio'.)

ii. Click Find Organization.

iii. Click on the correct Organization to select.

iv. The Find Organization dialog box will close and the organization name will populate in the Work Organization field.

v. To clear the Work Organization field, click the Clear icon .

- d. School Year: Select a school year from the drop-down list. The list defaults to the current School Year.
3. Click Search Registration.
4. A list of all matching persons/registrations for the specified criteria will be displayed.
5. You may view registrations from all years in this list. You may edit or delete only current year registrations.



View or Edit a Registration



Delete a Registration



**Clicking on the 'Clear Search' button will reset your search criteria to the default search of current school year and teacher.**

### Enter Completion Criteria

Completion Criteria must be entered for every educator enrolled in the RE program by the end of the school year. If there is no completion criteria entered, that educator cannot be registered in the program the following year.

1. Search for the Resident Educator(s) using the directions to search for a registration.



**If more than one Resident Educator is registered in the same Fiscal or Work IRN, you may search for all Resident Educators within that IRN at one time rather than searching for each Resident Educator one at a time.**

#### Registration Search

Person:

School Year:

Fiscal Org:

Registration Type:

Work Org:

Save Search

#### Teacher Registration Result

State ID	Name	School Year	Registration Type	Program Year	Action
OH3141143	Adams, Caitlin	2012/2013	Teacher	Year 1	
OH3013300	Adams, Jonathan	2012/2013	Teacher	Year 2	
OH1427833	Aquila, Rachael	2012/2013	Teacher	Year 1	
OH3061877	Backo, Joshua	2012/2013	Teacher	Year 2	
OH3105324	Bailey, Jayce	2012/2013	Teacher	Year 2	
OH3142154	Barnes, Katherine	2012/2013	Teacher	Year 1	
OH1409092	Bartram, DeAnn	2012/2013	Teacher	Year 1	
OH3137290	BEESLEY, JACLYN	2012/2013	Teacher	Year 2	
OH1535545	BEHREND, AIMEE	2012/2013	Teacher	Year 1	

Figure RE.5 – Registration Search by Fiscal Org.

**Registration Search**

Person:    School Year: 2012/2013

Fiscal Org:    Registration Type: Teacher

Work Org: Cleveland Catholic Diocese

Save Search

**Teacher Registration Result**

State ID	Name	School Year	Registration Type	Program Year	Action
OH3141143	Adams, Caitlin	2012/2013	Teacher	Year 1	<input type="button" value="P"/> <input type="button" value="X"/> <input type="button" value="Completion Criteria"/>
OH3013300	Adams, Jonathan	2012/2013	Teacher	Year 2	<input type="button" value="P"/> <input type="button" value="X"/> <input type="button" value="Completion Criteria"/>
OH1427833	Aquila, Rachael	2012/2013	Teacher	Year 1	<input type="button" value="P"/> <input type="button" value="X"/> <input type="button" value="Completion Criteria"/>
OH3061877	Backo, Joshua	2012/2013	Teacher	Year 2	<input type="button" value="P"/> <input type="button" value="X"/> <input type="button" value="Completion Criteria"/>
OH3105324	Bailey, Jayce	2012/2013	Teacher	Year 2	<input type="button" value="P"/> <input type="button" value="X"/> <input type="button" value="Completion Criteria"/>
OH1409092	Bartram, DeAnn	2012/2013	Teacher	Year 1	<input type="button" value="P"/> <input type="button" value="X"/> <input type="button" value="Completion Criteria"/>
OH3137290	BEESLEY, JACLYN	2012/2013	Teacher	Year 2	<input type="button" value="P"/> <input type="button" value="X"/> <input type="button" value="Completion Criteria"/>

Figure RE.6 – RE Registration Search by Work Org.

- Click on the Completion Criteria button  next to the educator on the Registration Search screen.
- The following screen will be displayed:

**Completion Criteria**

**Completion Criteria Record**

This verifies that Resident Educator Name: **Adams, Caitlin F**  
 District: **Cleveland Catholic Diocese (052522)**  
 has made the following progression requirement(s) of the Resident Educator Program

RE Program Year: Year 1

**Has the Resident Educator met the following 2 criteria required for completion of Year 1?**

- Completed all Year 1 required processes and tools
- Maintained all Ohio Resident Educator Program eligibility requirements

Above criteria has been met for this educator. To change to incomplete, please click "No" below.

Figure RE.7 – Completion Criteria

- a. If all Completion Criteria have been completed, click on the 'Yes' box; otherwise click on the 'No' box.
- b. If 'No' is selected, you must put a check in the proper box identifying which criteria were not met for successful completion, and then click OK.

**Completion Criteria** [X]

**Completion Criteria Record**

This verifies that Resident Educator Name: **Adams, Caitlin F**  
District: **Cleveland Catholic Diocese (052522)**  
has made the following progression requirement(s) of the Resident Educator Program

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RE Program Year: Year 1 [v]

**Place a check in the box if the Resident Educator did not meet the following 2 criteria required for completion of Year 1**  
NOTE: If the Resident Educator did NOT meet the 2 criteria, you must check the box indicating which criterion was not met. If neither criterion was met, check all boxes.

Completed all Year 1 required processes and tools  
 Maintained all Ohio Resident Educator Program eligibility requirements

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Resident Educator has not met all criteria. To change criteria to complete, click the "Back" button below, then click "Yes" on the page displayed to indicate completion.

[✓ OK] [← Back]

[Close]

Figure RE.8 – Completion Criteria Not Complete

4. The Completion Criteria screen will automatically close once the selection (Yes or No) has been made. The completion criteria are immediately reported to CORE at that time.
5. If you selected Yes or No in error and need to make a change, please email the Resident Educator Program at [REProgram@education.ohio.gov](mailto:REProgram@education.ohio.gov).

## Reports

There are several reports which are available for RE Coordinators to use.



Name	Description	Select
Resident Educator Registration Counts by County	Displays a list of counties with the number of Resident Educator Registrations in each county based on the Work Organization of the person.	[Icon]
Resident Educator End of Year Completion Report	Displays a list of educators with their completion flag for the specified school year and fiscal organization.	[Icon]
Resident Educator Detail End of Year Completion Report	Displays a list of educators with their completion flag for the specified school year and fiscal organization.	[Icon]
Resident Educator Initial Reimbursement CPS Report	Displays a list of CPS formatted reimbursement requests in 'Approved by ODE' status for the specified school year.	[Icon]
Resident Educator Voided/Revoked Credentials Report	Displays a list of registrations that had credentials Voided or Revoked for the date range specified.	[Icon]
Record of Evidence Report	Prints a specific Record of Evidence report.	[Icon]
Record of Evidence Batch Report	Will print a set of ReE Reports that match the Status and Date specified.	[Icon]
RE Plan Tool Report	Lists the Program Indicators, Status, and Evidence for a specific Organization's Plan Tool.	[Icon]
RE Plan Tool Listing	Lists all Organizations that have created a Planning Tool, the data created, and the last date updated.	[Icon]
RE Plan Tool Status Summary Report	Lists all Program Indicators and a breakdown by status of the number of Organizations in each status.	[Icon]

Figure RE.9 – Core Main Menu - Reports



After entering the completion criteria for Resident Educators in your organization, you can run the Resident Educator End of Year Completion Report in CORE by doing the following:

- Click on the Reports Apple.
- Select the **Resident Educator End of Year Completion Report**.
- Enter the parameters to select:
  - School Year,
  - Status (All, Year 1 or Year 2)
  - Click on the icon to search by either Fiscal Org or Work Org; to select the desired value, click on the red checkmark.
- Click Run Report.
- You can print and/or export (in Excel, Word, or PDF) the report for your records.