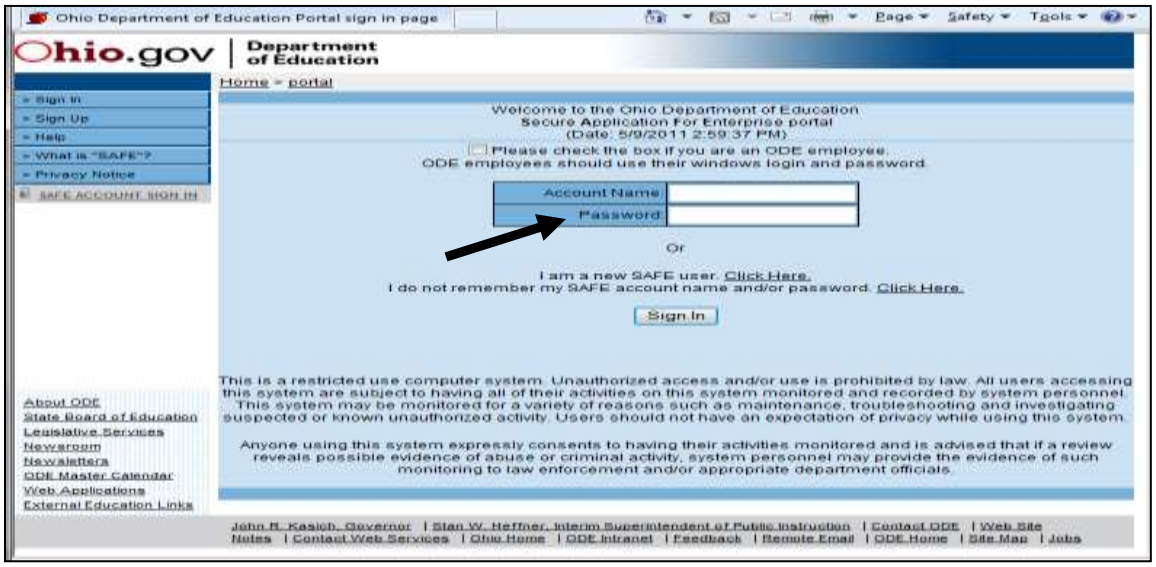
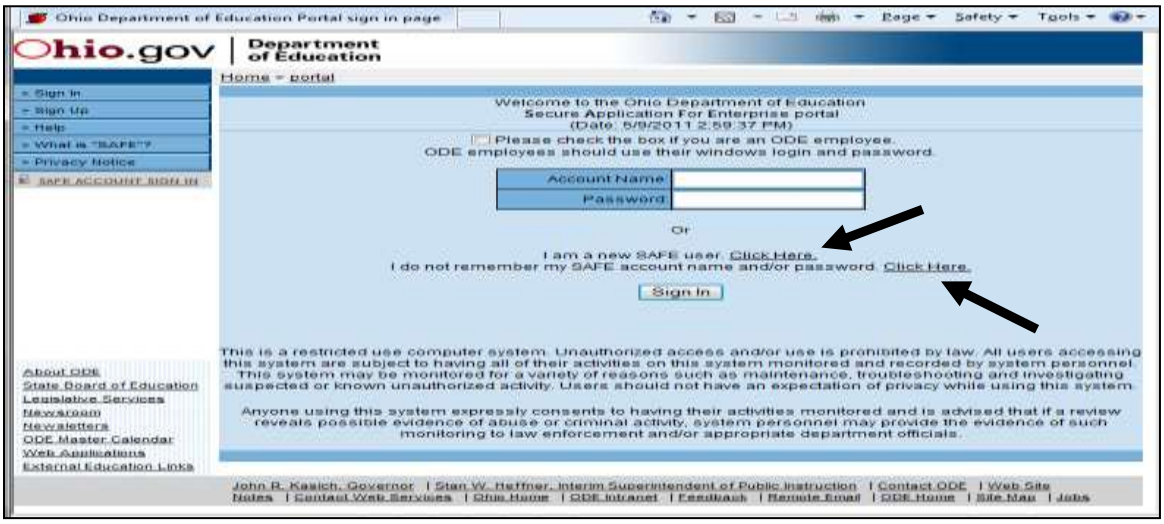
Ohio Resident Educator Program
CORE Registration Directions

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/

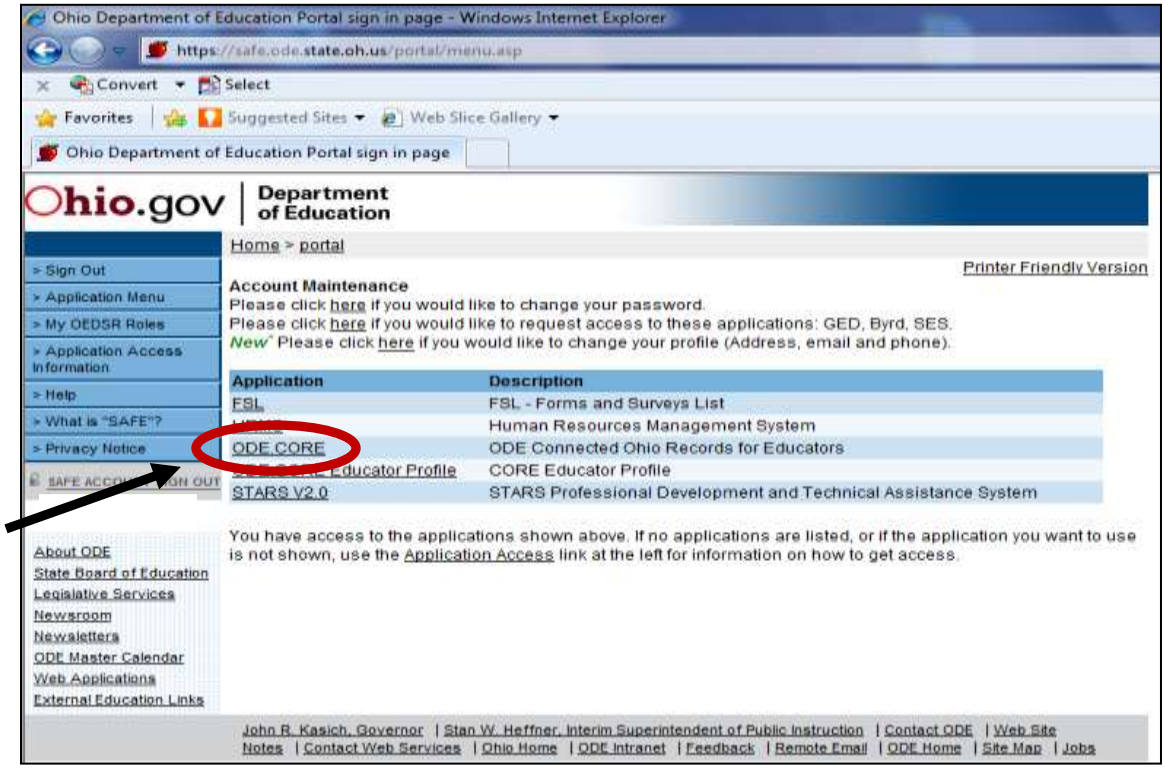


If you do not have a SAFE account or if you do not remember your account name and/or password, click on <u>the links below the login fields</u> to *create* a SAFE account or to *request* account information.



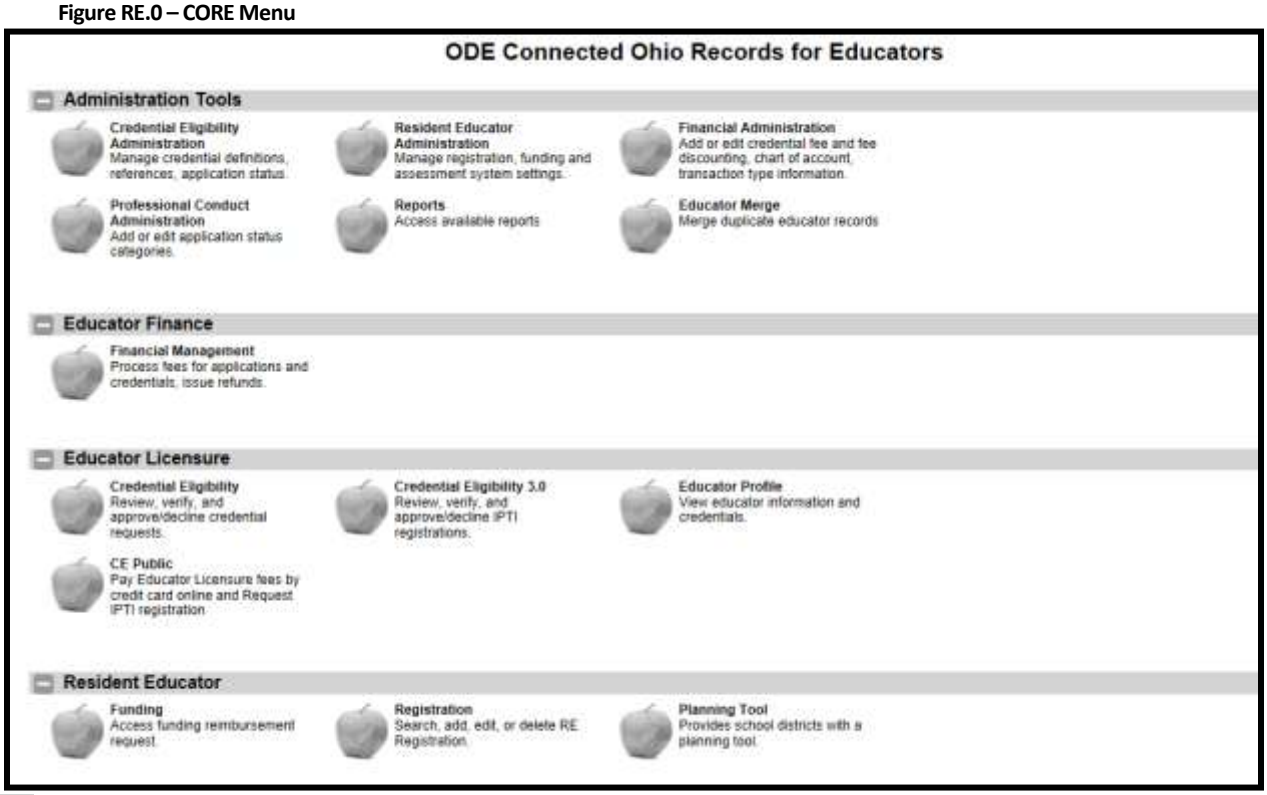
If account information function does not work, please contact: **Safe.Admin@ode.state.oh.us.**

Click on the ODE.CORE link.



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.

Figure RE.0 – CORE Menu



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

Prepare to Register a Resident Educator

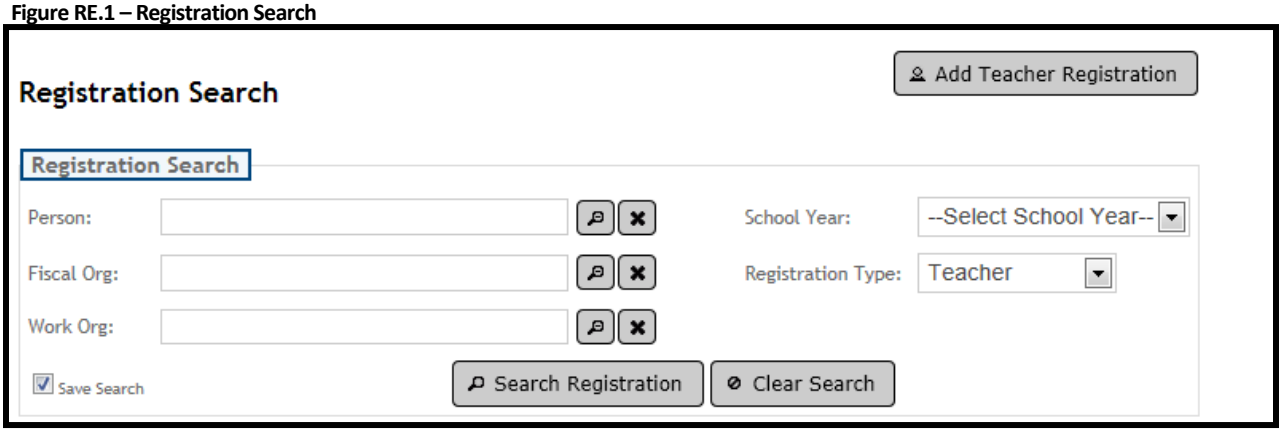
- Candidates must hold a Resident Educator license, an alternative Resident Educator license, or a one-year out-of-state license to be registered.
- Prior to registering Resident Educators, it would be helpful to have the following information ready:
    1. Resident Educator SSN or State ID and full name
    2. Resident Educator's teaching assignment
    3. District IRN; if a school, the school's IRN
    4. Fiscal Organization IRN
    5. Mentor SSN or State ID and full name
- If an educator has not successfully completed all of the criteria for a status (i.e. Year 1, Year 2), he/she cannot be registered the following year for the next status.
- If no completion criteria are entered for an educator at the end of the year, he/she cannot be registered the following school year. The coordinator must contact the REProgram@education.ohio.gov first edit the prior year's registration; complete the completion criteria section, and then register the educator for the current school year.
- An educator must meet all RE eligibility requirements to be registered in the program.

Add Teacher Registration

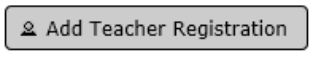
To add a new teacher registration, click on the apple labeled 'Registration' on the main CORE portal screen in the Resident Educator section, or click on the dropdown menu 'Resident Educator', then click on 'Registration'.

The following screen will be displayed. You may search, edit, delete, or add a new registration.
Note: The 'Add Teacher Registration' button in the upper right will appear ONLY during the allowable registration timeframe (typically September 1 through November 15). You will only be able to register educators during that timeframe.

Figure RE.1 – Registration Search

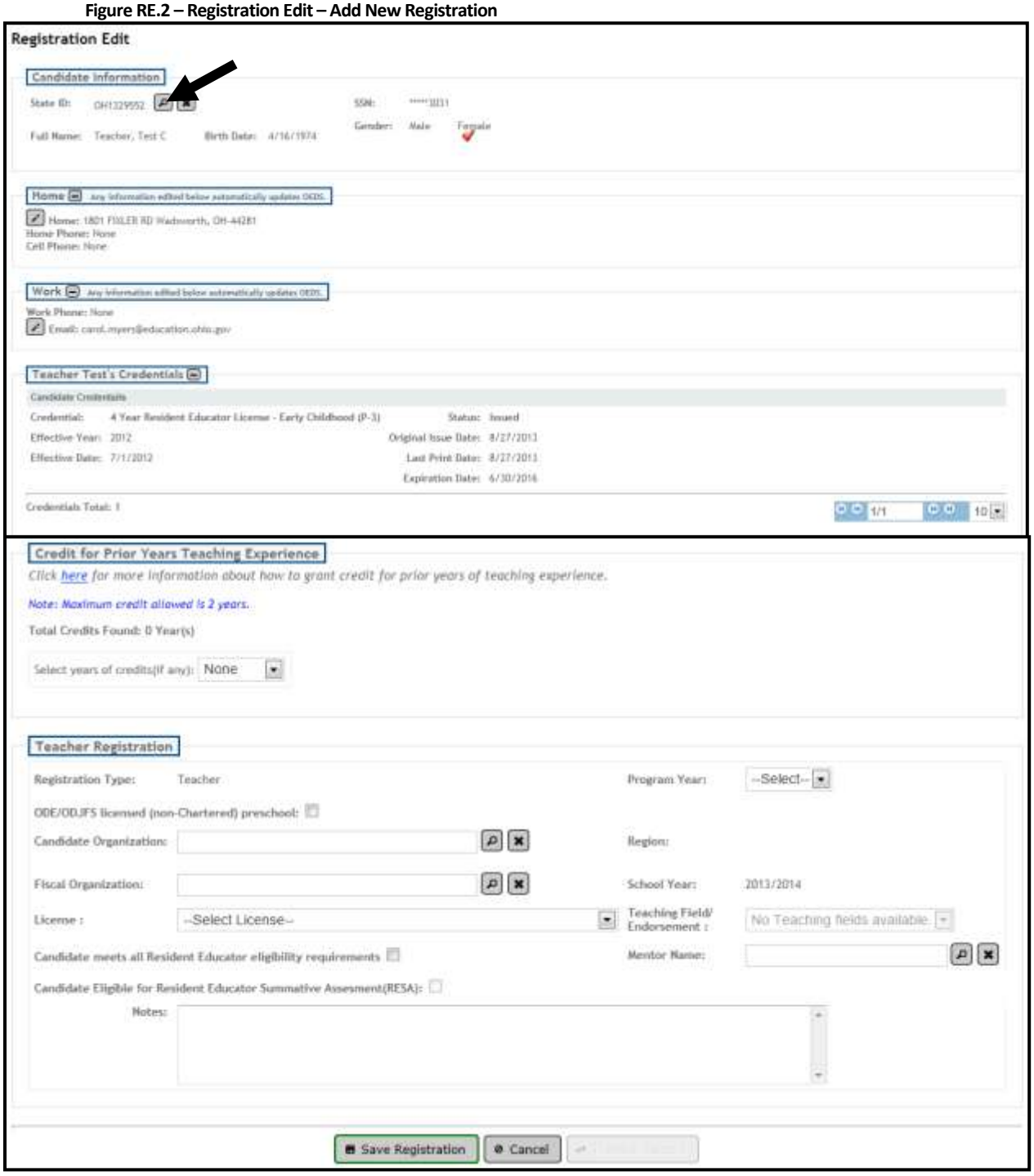


To add a new teacher registration:

1. Click on the 

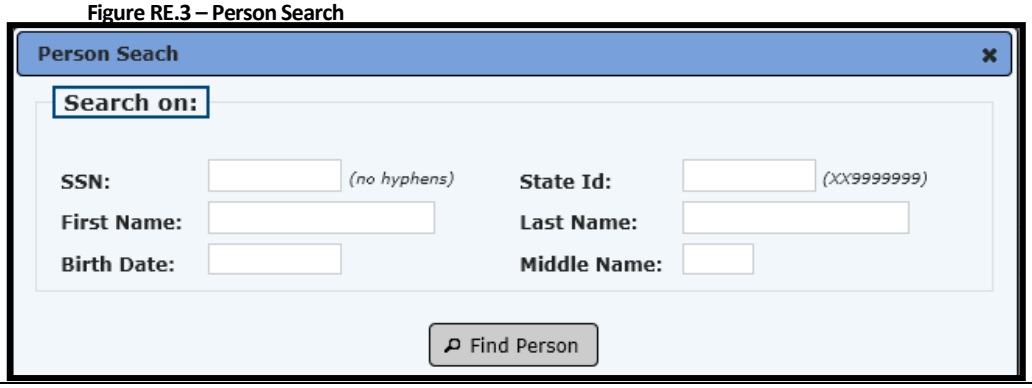
button.
2. The Registration Edit page is displayed.

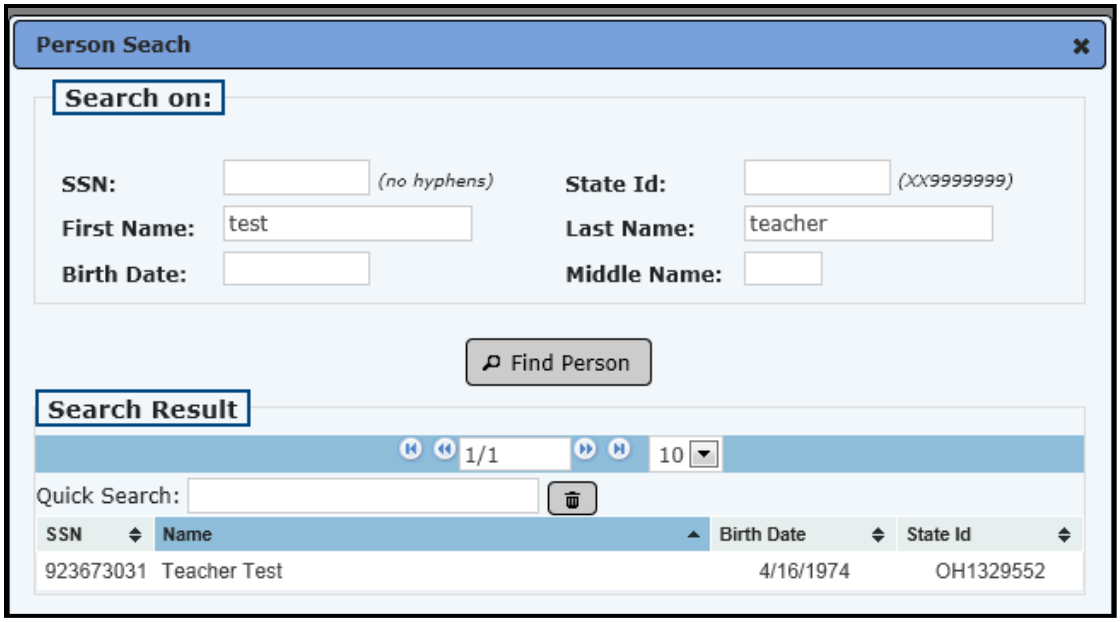
Figure RE.2 – Registration Edit – Add New Registration



3. To search for the person to be registered in the RE program, click on the icon. The Person Search screen will be displayed.

Figure RE.3 – Person Search





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

b. Click Find Person.

c. Click on the correct person to select.

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

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

4. If the person selected is not eligible for registration, the following error message will be displayed. In this case, check that the correct person was selected, and that he/she has the credentials necessary for registration.

5. There are four sections of data which may be edited or entered new: Home Information, Work Information, Credit for Prior Years Teaching Experience, and Teacher Registration Information. The Resident Educator Credentials section may be viewed but not edited. 'RE Credentials' lists all of the active credentials possessed by a teacher who is eligible for the RE program.

6. To edit Home Information:

a. Click on the Edit Icon next to the type of information you need to change (address or phone numbers).

b. Key the correct information and click on Save.

7. To edit Work Information:

a. Click on the Edit icon for either the Office Phone Number, Fax, or Work Email.

b. Key the correct information and click on Save.

Changing any of the data in the Home or Work Information sections will automatically update the OEDS system of record.

8. **NEW THIS YEAR:** To enter Credit for Prior Years Teaching Experience:

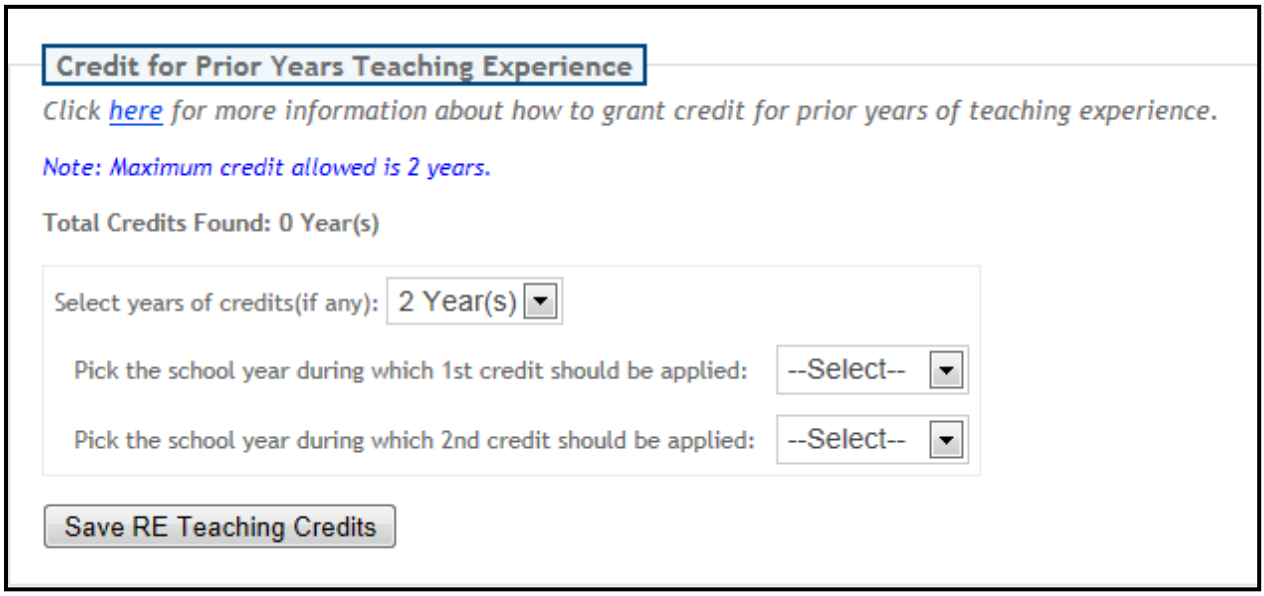


Figure RE.10 – Credit for Prior Years Teaching Experience

a. Click on the dropdown "Select years of credits(if any)".

b. Select either one or two years of credit to be granted.

c. In the School Year dropdown, select the appropriate school year(s) during which the educator earned the years credit for teaching in a qualified school.

d. Click on the button Save RE Teaching Credits.

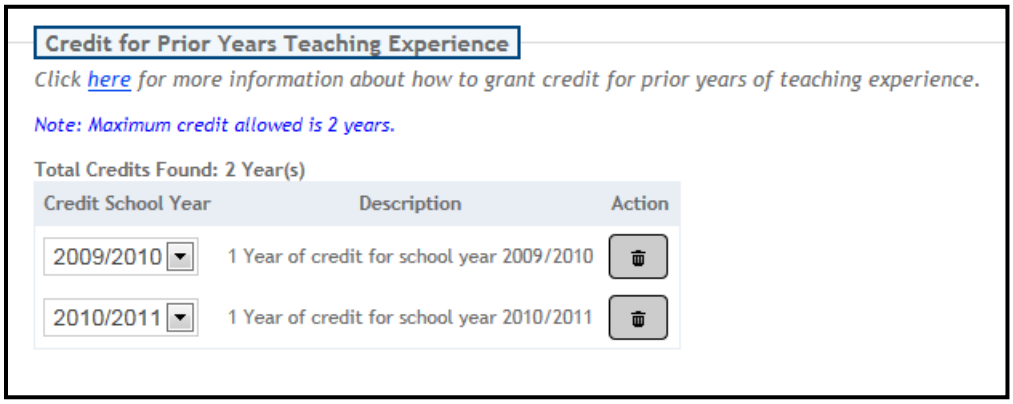


Figure RE.11 – Credit for Prior Years Teaching Experience

Prior teaching experience is considered as teaching experience that occurred prior to beginning Year 1 of the Resident Educator Program. Click here to learn more.

If you need assistance with entering or editing credit for teaching experience, please contact the REProgram@education.ohio.gov.

9. To enter Teacher Registration Information:

Figure RE.4 – Teacher Registration Information

Teacher Registration

Registration Type: Teacher
Program Year: Year 2
ODE/ODJFS licensed (non-Chartered) preschool:
Candidate Organization: Alternative Education Academy [143396]
Region: Northwest Regional School Improvement Team [000492]
Candidate Organization Physical Address: 1690 Woodlands Dr , Maumee, OH-43537
Fiscal Organization: Alternative Education Academy [143396]
School Year: 2013/2014
License : 4 Year Resident Educator License - Early Childhood (P-3)
Teaching Field/ Endorsement : Early Childhood Education and Care [090201]
Candidate meets all Resident Educator eligibility requirements
Facilitator Name:
Candidate Eligible for Resident Educator Summative Assessment(RESA):
Candidate Taking RESA during this Program Year:
Notes:

a. Click on the Registration Status dropdown and select either Year 1, Year 2, or Year 3.

b. Select a Candidate Organization and Fiscal Organization by clicking on the icon next to these fields. An Organization search screen will be displayed. To search for a value in any field, click on the search icon next to the field. Enter the proper search criteria and click on the Find button. You may enter the IRN if known, or all or any part of the organization name. Both Candidate Organization and Fiscal Organization are required.

c. Select the License in the area which the teacher is primarily teaching during this School Year. Click on the dropdown arrow in the License box, and click on the correct license to select. Only the licenses listed in the Resident Educator Credentials section will be listed.

d. Select the Teaching Field which the teacher is primarily teaching during this School Year. Click on the dropdown arrow in the Teacher Field/Endorsement box, and click on the correct one to select. Again, only those fields and endorsements which are active and listed in the Credentials section will be listed.

For Community Schools only, the entire list of teaching fields and endorsements will be displayed to choose from. This is because an educator in a community school may or may not be teaching in their field of license.

e. Check the box next to "Candidate meets all Resident Educator eligibility requirements" if that is correct. If the candidate has not met all requirements, he/she cannot be registered.

f. Select a Mentor by clicking on the icon next to the Mentor fields. A Person search screen will be displayed, as in Step 3 above. Find and select the correct mentor by clicking the name, and the Mentor Name will be populated.

g. NEW THIS YEAR: For Candidates Taking RESA:

If, based upon their years credit and their completion of RE program years, the Resident Educator is eligible to take the RESA exam during this school year, the box "Candidate Eligible for Resident Educator Summative Assessment (RESA)" will automatically be checked.

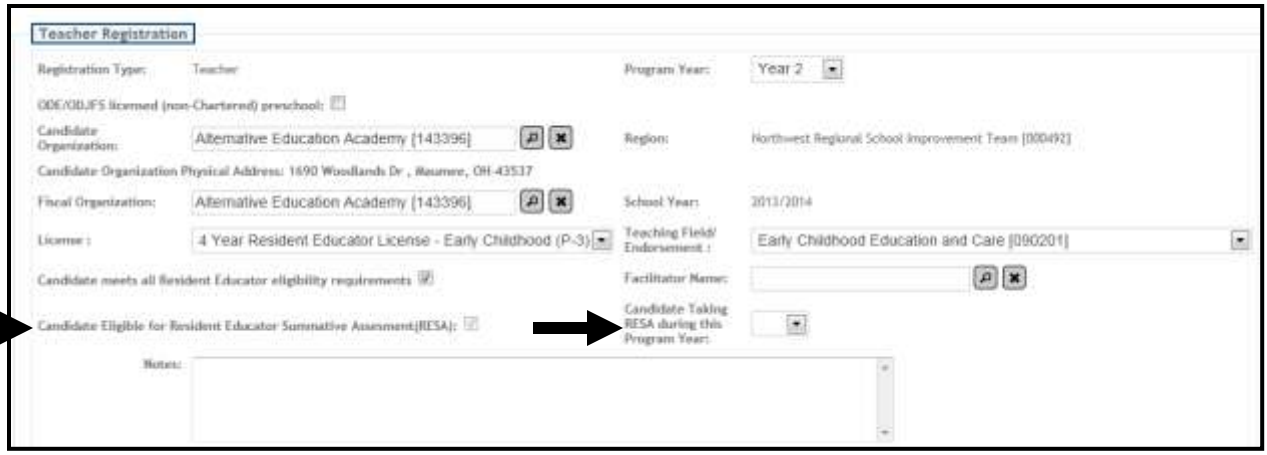


Figure RE.13 – Teacher Registration Information

a. If this box is checked, you must indicate whether the educator will actually be taking the assessment by selecting either "Yes", or "No" from the dropdown menu.

Figure RE.14 – RESA Eligibility

b. If "Yes" is selected, note that the Mentor Name will be removed, as the educator now will need a Facilitator for RESA. Enter the Facilitator Name as described for entering the Mentor in step f above.

Figure RE.15 – Facilitator Name

c. If there are any notes to be kept with this registration, enter those in the Notes text box.

d. Click on the 'Save Registration' button. To cancel out and not save this registration, click on 'Cancel'.

- Complete Steps 1-8 for all eligible Resident Educators in your school or district.

RE Registration Rules:

1. **An educator cannot be registered twice in the same school year.**

2. **If an educator has not successfully completed all of the criteria for a status (i.e. Year 1, Year 2), he/she cannot be registered the following year for the next status.**

3. **If no completion criteria are entered for an educator at the end of the year, he/she cannot be registered the following school year. The coordinator must first edit the prior year's registration, complete the completion criteria section, then register the educator for the current school year.**

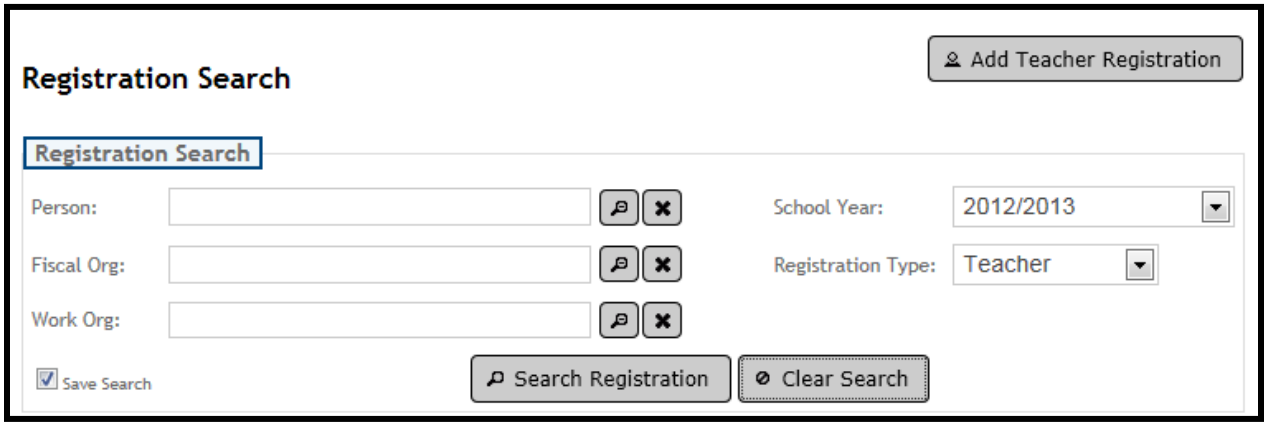
4. **An educator must meet all RE eligibility requirements to be registered in the program.**

5. **An educator cannot be registered again for the same status (i.e. Year 1, Year 2) if he/she has already successfully completed that year's work.**

Find Teacher Registration

RE Coordinators (RCs), or anyone looking for an RE participant, should access this tab (Screen RE.1) to see a list of candidates registered in the Resident Educator program. You can search by a specific person, fiscal organization, work organization, school year, registration type, or any combination thereof.

Figure RE.1 – Registration Search



To search for a registration:

1. Click on the 'Resident Educator' tab, and then click on 'Registration' in the drop down.
2. The Registration Search page is displayed. (Figure RE.1)
3. 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 being 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 being 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.

e. Registration Type: Is defaulted to Teacher (Note: Only ODE Administration staff will have access to search Principal Registrations. There will be a dropdown to select either Principal or Teacher. Principal Registrations are available from School Year 2005/2006 through 2008/2009.)

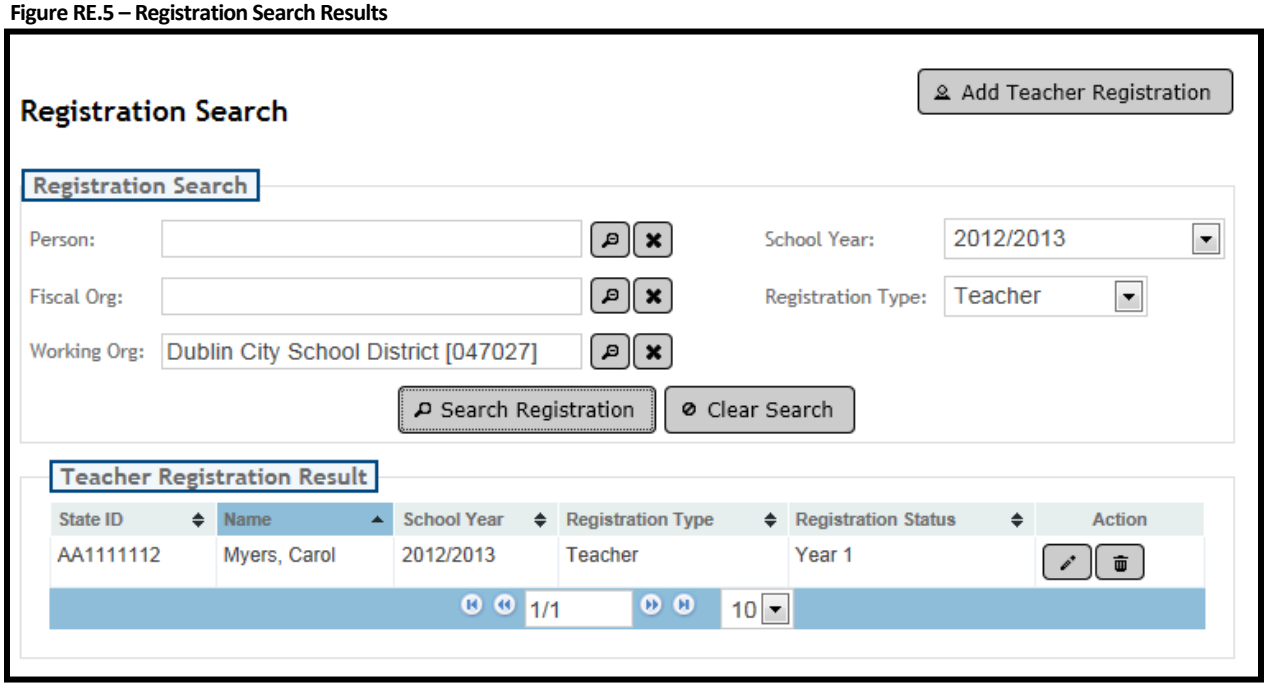
4. Click Search Registration.

5. A list of all matching persons/registrations for the specified criteria will be displayed.

6. You may view registrations from all years in this list. You may edit prior year or current year registrations. You may delete only current year registrations.

View or Edit a Registration Delete a Registration

Figure RE.5 – Registration Search Results

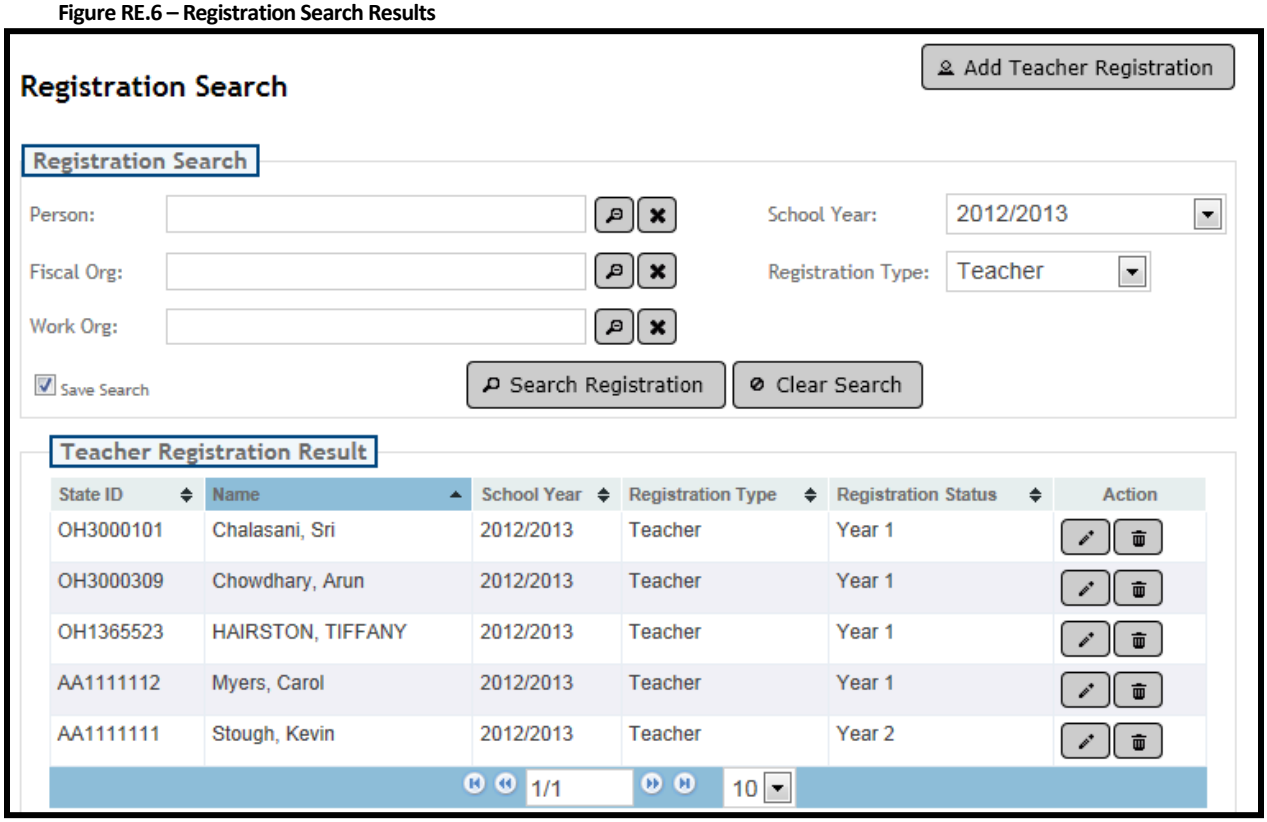


Clicking on the 'Clear Search' button will reset your search criteria to the default search of current school year and teacher.

Edit Teacher Registration

To view or edit a Teacher Registration, first search for the correct registration record using the Search Registration function described above. From the results box (Figure RE.9), you can view and/or edit a registration by clicking on the Edit icon . Note, you can only edit a prior or current year registration. You can only delete current year registrations.

Figure RE.6 – Registration Search Results



To view/edit a registration:

1. Click on the Edit icon .
2. The Registration Edit page is displayed. (Figure RE.6)
3. There are three sections of data which may be edited or entered new: Home Information, Work Information, and Teacher Registration Information. The Resident Educator Credentials section may be viewed but not edited. 'RE Credentials' lists all of the active credentials possessed by a teacher who is eligible for the RE program.
4. To edit Home Information:
   a. Click on the Edit Icon next to the type of information you need to change (address or phone numbers).
   b. Key the correct information and click on Save.
5. To edit Work Information:
   a. Click on the Edit icon for either the Office Phone Number, Fax, or Work Email.
   b. Key the correct information and click on Save.

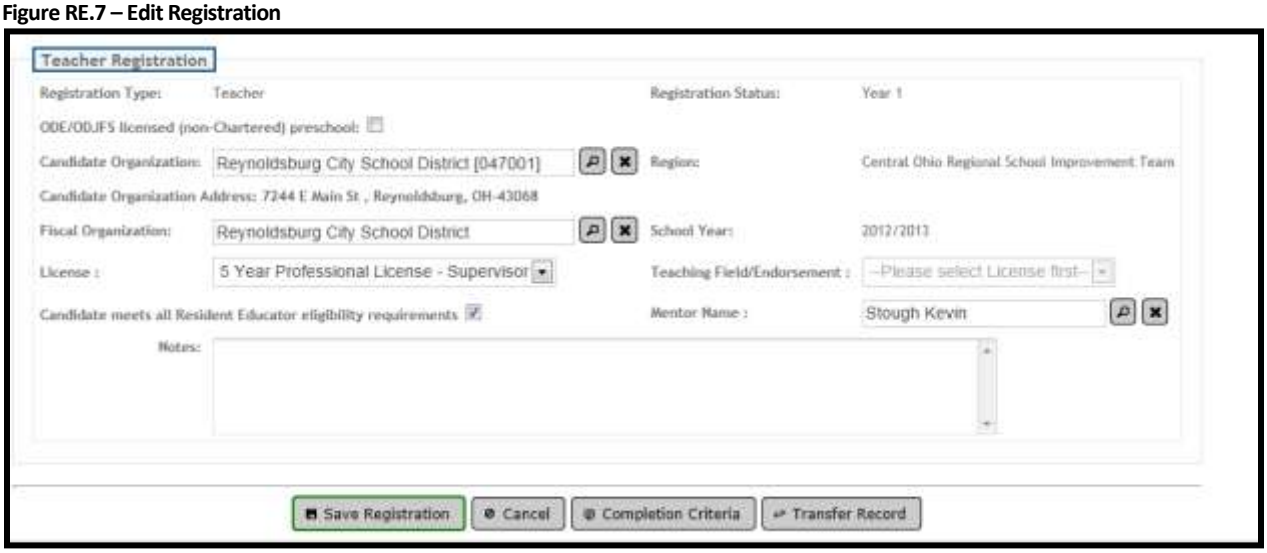
NOTE: Changing any of the data in the Home or Work Information sections will automatically update the OEDS system of record.

6. To edit a Teacher Registration:

   To change the values in any field, click on the search icon next to the field. Enter the proper search criteria and click on the Find button. Or, click on the drop-down menu and select the correct value.

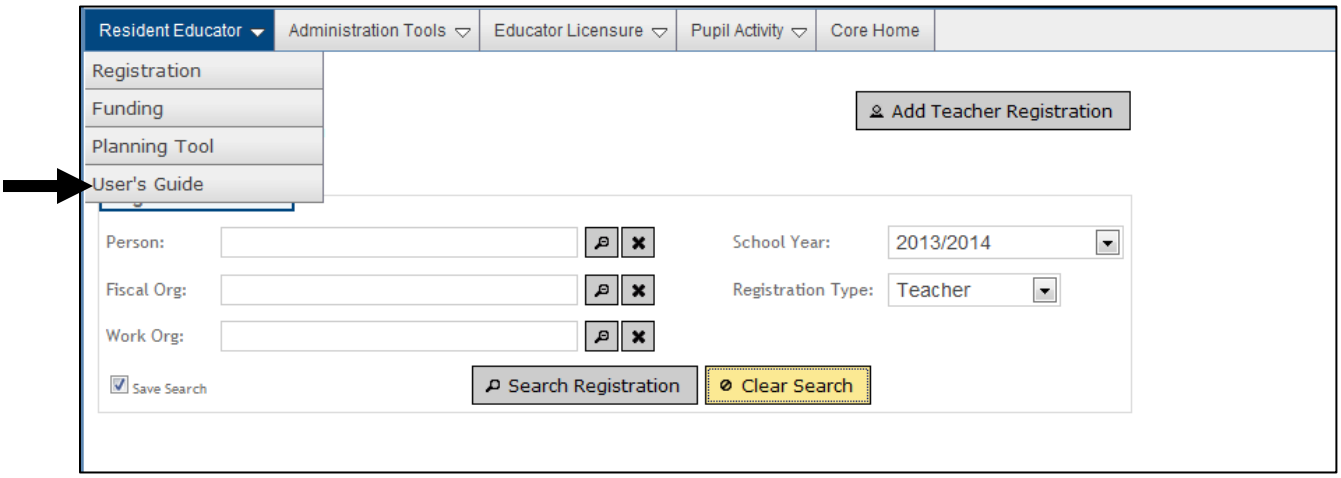
7. Click on the 'Save Registration' button.

Figure RE.7 – Edit Registration



Resident Educator Program Coordiator CORE User Guide

A detailed User's Guide for all Resident Educator CORE reporting requirements can be found in the Resident Educator menu in the Registration section of CORE:



Contact Information

For questions about registration, please contact the REProgram@education.ohio.gov.

For questions about licensure, please contact the Office of Educator Licensure: 1 (877) 644-6338 or educatorlicensure@education.ohio.gov.