

Recertifying Bus Learner Course Request for Approval (Ohio Learn)

Prior to following the steps below, the learner must have accessed their **OHID Portal** and added / accessed the Ohio Learn application. If there are issues with adding the **Ohio Learn application** to their OHID Portal or with accessing their OHID Portal, they must work with OHID Help to address those issues - 614-644-OHID (6443) or [OHID Help Center](#).

1. Login to [Ohio Learn](#).

- Select “Browse Training by Agency.”
- **When searching for courses or accessing the User Profile form, it will show a “Restricted” screen initially. When using Ohio Learn for the first time, all content will not be available. Please allow up to 15 minutes after first accessing Ohio Learn for the “Restricted” screen to disappear and for all content to become available (it may be necessary to log out and log back in after 15 minutes).**
- Complete the User Profile.
 - For School Bus / Van Drivers, you must select “School Bus / Van Driver” from the role options. (Select ‘none’ for IRN if your employer is not listed.)



Browse Training by Agency

Search by Agency	
Agency	Access Training
All content may not be available immediately. User processing may take up to 6 hours before all content is available.	
Department of Behavioral Health (DBH)	Browse DBH training First time users: fill out User Profile to gain access to training content
Department of Commerce (COM)	Browse COM training
Department of Education and Workforce (DEW)	Browse DEW training First time users: fill out User Profile to gain access to training content
Department of Public Safety (DPS)	Browse DPS training Attention, Affiliated Professionals: fill out User Profile to gain access to professional training
Department of Rehabilitation and Corrections (DRC)	Browse DRC training
Department of Taxation (TAX)	Browse TAX training
Department of Transportation (ODOT)	Browse ODOT training
Department of Youth Services (DYS)	Browse DYS training
Environmental Protection Agency (EPA)	Browse EPA training
Office of Budget and Management (OBM)	Browse OBM training
Opportunities for Ohioans with Disabilities (OOD)	Browse OOD training
State Library of Ohio (LIB)	Browse LIB training

- After completing the User Profile, browse for the course using the learning search by typing in a key word of the course title (bus) or the drop-down boxes on the left to select an agency and scroll through the course options **(If the course does not immediately appear, you may need to log out and log back in for the course to appear after searching).**

> Learning Search

Learning Search

Filters Reset

DURATION

TYPE

MODALITY

SUBJECT

RATING

PROVIDER

☐ Department of Administrative Services (12)
 ☐ Department of Agriculture (32)
 ☐ Department of Children and Youth (9)
 ☐ Department of Commerce (1)
 ☒ Department of Education & Workforce (57)
 ☐ Department of Mental Health & Addiction Services (18)
 ☐ Department of Public Safety (7)
 ☐ Department of Taxation (1)

57 Results

Online Class

OTES 2.0 for Educators

2 hours

Playlist

Special Education Essentials

107 Followers

Curriculum

Pathway E: Ohio's Introduction to the

5 hours, 45 minutes

Online Class

Individualized Education Program (IEP): Special

45 minutes

Online Class

EDCITE: Customizing Instruction

1 hour

Online Class

Lightening the Load- Using Digital Tools for

1 hour

Online Class

Discipline Process for Students with

1 hour

Online Class

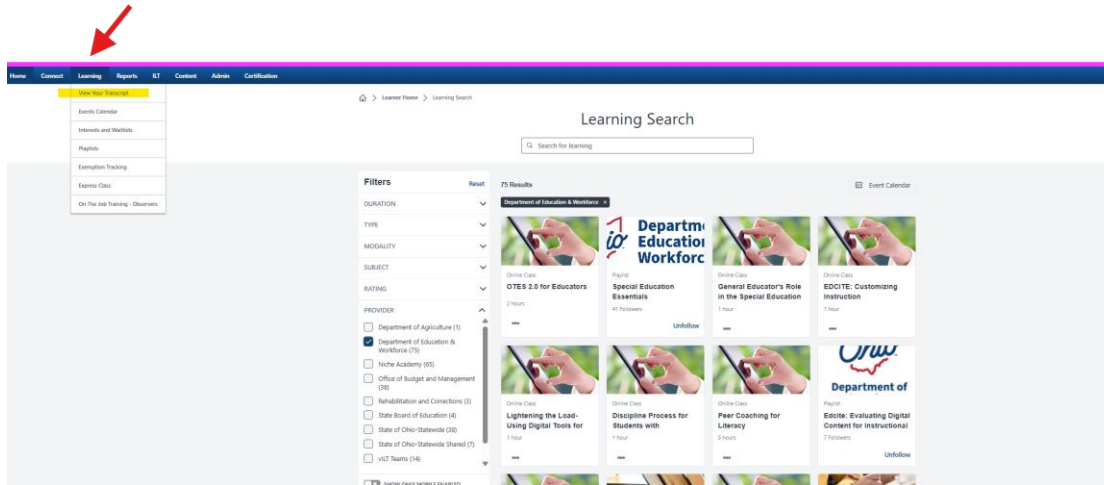
Peer Coaching for Literacy

5 hours

2 | Learner Course Request | 2026

Department of Education & Workforce

3. Select the title of the course (in this case, “Recertifying Bus Driver Theory Course”) and then select “Request.”
4. To access the course after your request has been approved (please check with your registering ESC regarding the amount of time to allow from payment and request to approval), select “Learning>View Your Transcript” and then “All” from the “Filter by Training Status” pulldown. Once the course has been approved, you will have the option to “Launch” the course.



5. If you have additional questions regarding Ohio Learn, please refer to the [Department of Education & Workforce LMS FAQs](#).