CONNECTED OHIO RECORDS FOR EDUCATORS

Resident Educator Coordinator User Manual

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© August 9, 2019
Ohio Department of Education
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The Connected Ohio Records for Educators (CORE) system is used to manage all aspects of educator licensing for the Ohio Department of Education. The system is divided into six modules: Educator Licensure, Finance, Professional Conduct, Pupil Activity, Resident Educator and Local Professional Development Committees (LPDC).

The Educator Licensure module is the heart of the CORE system. This module maintains records for educators on all credentials for which they have applied for and the outcome of each application. It also houses historical information on all educators for reporting and tracking purposes.

The Department uses the Finance module to manage monetary transactions regarding licensure. This system tracks all processing and application fees.

The Department’s Office for Professional Conduct investigates any legal questions regarding an educator’s qualification to teach in the state of Ohio. This office can deny applications for professional conduct reasons, and they can revoke or void existing licenses through the Professional Conduct module.

The Pupil Activity module tracks programs offered by providers of pupil activity training and the participants in these programs.

The Resident Educator module tracks educators after they receive their initial licenses. The system tracks performance on a performance-based assessment, which is one of the eligibility requirements for obtaining a professional educator license in Ohio.

The LPDC module allows LPDC organizations to register and set up their schools and electronic licensure signers.
Access to the Connected Ohio Records for Educators (CORE) system is controlled through the InnovateOhio Platform. Users can access the OH|ID portal by clicking the “Login” link at the top of the Department of Education homepage or going to the OH|ID portal directly at ohid.ohio.gov.

Once you have clicked on Login, you will be taken to the screen below.
Enter your username and password, then click on the blue Log In button. If you don’t have an OH||ID account, visit the Department of Education OH||ID Portal Help for information on how to access and navigate the OH||ID portal. This webpage also has information on how to change your OH||ID password, as well as other helpful information.

You now will be taken to the OH||ID homepage as seen in the screenshot below. The first section of the OH||ID homepage is the My Apps section. This section houses tiles for applications that you have previously accessed. The tile named Educator Licensure and Records (CORE) is where you will click to enter the CORE system.

![My Apps](image)

The number of systems listed on this menu will vary depending on your permissions.

To access CORE, click the Educator Licensure and Records (CORE) tile. The “Welcome” page will be displayed.
Once you click on the CORE tile, you will be taken to your personal Welcome page. The CORE Dashboard and Resident Educator Registration are accessible from this page in the top red ribbon. The items that appear in the top red ribbon are customized for each individual logging in. For example, if you are an e-signer, you will see the E-Signers box. If not, this area will not appear on your dashboard. If you are a Resident Educator Program Coordinator, you will see a link to “Resident Educator” in the top red ribbon. Click that link to access Resident Educator registration.

- If you click on CORE DASHBOARD in the top red ribbon and then click on CORE HOME, you will be returned to the old CORE “apple” menu.
- This is where you can access reports for your Resident Educator Program. Reports include a Resident Educator Registration Detail Report, Resident Educator Completion Criteria Details Report, RESA Results Report, Resident Educator Plan Tool Report and Print Credential Report.
- This also is where you access the Resident Educator Planning and Self-Assessment Tool.
Navigating and Sorting

On many of the pages within the system, grids like the one shown below display current data. On the grids, educators can change the number of items listed per page by using the drop-down selection list in the bar above or below the grid. To navigate to additional pages, click on the page number at the center of the navigation bar (ex. 1/30 means page 1 out of 30), or the back and forward arrows.

You can sort the items in a column by clicking on the arrow in any of the column headers. A triangle icon will appear just to the right of the column header name to indicate the sort order. An upward pointing triangle indicates the column is sorted in ascending order, a downward pointing triangle indicates descending order.
To register resident educators in the Ohio Resident Educator Program, they must each hold a resident educator license, an alternative resident educator license, supplemental license or a one-year out-of-state license. Those who hold the alternative resident educator career technical workforce development license should not be registered as per Senate Bill 3, they are exempt from the Resident Educator Program and the RESA.

Before registering resident educators, it would be helpful to have the following information ready:

1. Resident Educator SSN or State ID (e.g., OH1112222) and full name
2. Resident Educator’s teaching assignment
3. Work/Education Organization name or IRN number
4. Program Coordinator/Fiscal Organization name or IRN number
5. Mentor/Facilitator/Colleague SSN or State ID and full name

Resident Educator Registration Rules

1. An educator cannot be registered twice in the same school year.
2. An educator must be registered in sequential years (e.g., Year 1, Year 2) and all educators are registered in Years 1 & 2. Prior credit can be used to complete Year(s) 3 & or 4 if educator is eligible for prior credit and holds the Resident Educator License. Alternative Resident Educator License holders cannot use prior credit to fulfill years completed in the program.
3. If an educator has not successfully completed all the completion criteria for a program year (e.g., Year 1, Year 2) he or she will repeat that program year in the following school year.
4. An educator must meet all Ohio Resident Educator eligibility requirements to be registered in the program.
5. If the completion criteria for the previous year is not entered, then that resident educator cannot be registered for the following school year. Completion criteria must be entered to enable the resident educator to progress in the system.
6. A resident educator MUST take the Resident Educator Summative Assessment (RESA) beginning in year 3 of the program and thereafter, if he or she has not passed the assessment in a previous year.
Click on the Resident Educator link on the Welcome Page and then click on RE Registration link to bring up the resident educator dashboard.

The screen image below shows what the dashboard will look like when the registration window is open and program coordinators have begun registering resident educators:

When the Registration period is open, which is typically August 1 through November 15th, you will have the Register Resident Educator button available to you and the Resident Educator Registration Period alert will appear on the screen. Clicking that button will take you to the “Start New Registration” screen where you will then click on “Find Educator” to search for the person that you want to enroll in the program.

The ”Find Registration” button will always be available to look up current and past registrations and modify some registration and organizational information for the current school year.
On the Resident Educator Program Coordinator's Dashboard, the **Register Resident Educator** button will appear ONLY during the Resident Educator registration timeframe.

**Registration Timeline**

The time window for registering educators in the Resident Educator program is typically August 1 through Nov. 15. During that time, the system will display the ‘Add new Registration’ button. Outside of that timeframe, the ‘Add new Registration’ button will be unavailable and program coordinators cannot register educators. If the program coordinator finds that a resident educator should be registered after the deadline, then he or she should complete the late registration form, which is accessed from the Resident Educator Program-Coordinator's Dashboard.

To add a new teacher registration:

1. Click on the **Register Resident Educator** button.
2. The Start New Registration popup is displayed.
3. **Find the Educator to be registered:** To search for a person in CORE to be registered in the Resident Educator program, click on the **Find Educator** button.

You will then see the Find Person screen.

Enter any combination of state ID, last 4 digits of the SSN, first Name, last Name, or birth date.

Click **Find Person** to search based on the entered criteria.
Here is an example of the Search results:

Find Person

State ID:  
SSN-4:  
Birth Date:  

First Name:  
Last Name:  

Find Person

Show 10 rows  
Quick Search:  

<table>
<thead>
<tr>
<th>State ID</th>
<th>Person Name</th>
<th>SSN-4</th>
<th>Birth Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH3000459</td>
<td>Mary Teacher</td>
<td>0000</td>
<td>01/01/1970</td>
<td>Select</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 rows

a. Click on the Select button next to the person you want to register. The “Find Person” dialog box will close, and the person’s name will populate in the Educator field.

b. To clear the “Find Person” screen, click the Reset button.

c. You will return to the “Start New Registration Screen” after selecting someone in the “Find Person” Screen.

4. “Start New Registration Screen” Screen.
a. To change the Educator, click on the button and search for another Educator.

5. Click the button to start the registration process for the individual that is listed in the Find Educator results. You will return to the “Resident Educator Program Registration” screen to complete the registration process. Program Year, School Year and Program Coordinator information is pre-populated for you. You will not need to enter this information.
6. **To view the Educator Contact information, click on the Educator Contact Info in the Educator Information title bar.** It will expand the page to give you the educator’s addresses, phone numbers, and email addresses in CORE. If this information is incorrect, please contact the educator and direct them to log into OH|ID and update their contact information. Personal information can only be changed by the educator through their OH|ID account.

![Educator Contact Information](image1)

7. **To see the results of the educator’s Resident Educator Summative Assessment (RESA) submission(s), select the Educator RESA Info in the Educator Information title bar.** It will expand the page to display the previous RESA results for that educator.

![Previous RESA Results](image2)

8. **Work/Education Organization** – You can type the IRN, or the name of the organization and the system will look up the information and provide a drop-down menu of choices.

   Or you can click the Find Organization button and the “Find Organization” screen will pop up allowing you to Search and Select an Organization.
9. PC/Fiscal Organization - You can type the IRN, or the name of the organization and the system will provide a drop-down menu of choices. Or you can click the button and the “Find Organization” screen will pop up, allowing you to Search and Select an Organization.

Find Organization

IRN: Organization Name:

[Form with IRN and Organization Name fields, Find Organization button, Show 10 rows option, Quick Search field, IRN, Organization Name, County, Action columns, No Organization Found.]

Showing 0 to 0 of 0 rows

10. Credential – You must associate a Credential that is eligible for the Resident Educator Program. Click the button in the credential column to show a selection screen of credentials that are eligible for the Resident Educator program. Please choose the credential that the educator is teaching under for this school year.
Click the button to select the credential for this registration.

11. The system will automatically provide the name and information of the person who is completing the registration in the Resident Educator program coordinator field. If the Fiscal Organization changes later, the system will update the program coordinator field to match the name of the program coordinator who made that change.

12. Mentor/Facilitator/Colleague – You can type the State ID or the name of the person and the system will provide a drop-down menu of choices, or you can click on the button and enter any combination of State ID, last 4 digits of the SSN, first name, last name or birth date. Click the button to search based on the entered criteria. This field will change to display ‘Facilitator’ when the resident educator is registered for the RESA and ‘Colleague’ in the final year of the program when the resident educator is not registered for the RESA.

13. Educator Taking RESA this Program Year--If the Educator is eligible for taking RESA this tab will appear as “Yes.” If not eligible, the selection will appear gray and it will say “Not Eligible.”

   a. In Year 1 of the RE Program, this field will automatically appear as “No” because resident educators are not eligible to take RESA in their first year.

   b. In Year 2, this field will appear as “no”. The Program Coordinator can change this field to “yes” if the resident educator has one or two years of prior teaching credit entered in CORE and the program coordinator has verified that
the resident educator does intend to take RESA that year. Additionally, beginning in 2018-19, local policies and procedures may permit a year 2 resident educator to participate in the RESA upon consultation with their local program coordinator and mentor. Those who do take the RESA in year 2 are also required to participate in mentoring.

c. In Year 3, this field will automatically appear as “yes” unless the resident educator passed the RESA the previous year. If the teacher does not pass the RESA in year 3, this field will be marked “yes” in year 4. This field will be marked “yes” for each subsequent year after year 3 that the candidate does not pass RESA.

14. Educator Meets All Eligibility Requirements – This will default to “No”. You must verify the Educator meets all the eligibility requirements, and select “Yes”, before submitting the Resident Educator Registration.

15. After you have completed all of the fields on this page and choose “Yes” to Educator Meets All Eligibility Requirements, you can “Submit the Registration.”

16. You can save the registration at any time. If you create a registration, but don’t complete it, the registration will show up on the RE Registration Dashboard for easy access to complete. Saving a registration will not complete the registration. The registration will not be complete until the “Submit the Registration” button is clicked.

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**Tips**

1. You can save the registration at any time. If you create a registration, but don’t complete it, the registration will show up on the RE Registration Dashboard, for easy access to complete. You must click submit for the registration to be completed.

2. You must complete all of the fields on this page and choose “Yes” to Educator Meets All Eligibility Requirements, before submitting the registration.

3. The system will register the resident educator in the current school year. It also will always calculate the program year based on the completion of previous program years. Any program year that is not marked as complete will need to be repeated by the resident educator.
To view the current registration history of a resident educator click on the blue button under the Registration Status field on the Resident Educator Program Registration Page.

This field can be accessed by clicking on the button of a resident educator registration. A Resident Educator Status Log will then pop up like the one shown below:

<table>
<thead>
<tr>
<th>Status</th>
<th>Note</th>
<th>Effective Date</th>
<th>End Date</th>
<th>Created By</th>
<th>Changed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Submitted</td>
<td>10/26/2016</td>
<td></td>
<td>Robert Johnson</td>
<td>–</td>
</tr>
<tr>
<td>Pending</td>
<td>Auto created from re-register process</td>
<td>10/26/2016</td>
<td>10/25/2016</td>
<td>Robert Johnson</td>
<td>Robert Johnson</td>
</tr>
</tbody>
</table>

Information regarding the date of the registration’s submission as well as who submitted the registration is displayed.
Re-registering REs from a previous school year

Resident educators, who were registered in the previous program year and are eligible for re-registration, will appear on the Resident Educator Dashboard screen, as shown in the view below.

1. Click on Manage Registrations at the top of the Resident Educator Registration Search Screen
2. Choose the previous program year for the School Year
3. Enter your Fiscal or Work Organization
4. Click on and all the registrations from the previous year will populate at the bottom of the screen. Please select “all” in the field that says

   ![Registration Screen](image)

   - Select one or more search criteria and click on ‘Find Registrations’.

5. Click on the button
1. Click Yes to Re-Register this Educator

2. You will then get a message at the bottom of the screen that states: “A registration started successfully for Joe Teacher 2019/20

8. Click on Re-Register for all those registrations you wish to re-register for the current program year.

9. Once you have completed this part of the re-registration process for all your Resident Educators, click on Resident Educator Program at the top of the page.

10. This will take you back to the registration page where you will find all those you have re-registered and you will then be able to edit each registration from there.
Manage Registrations

You can use the Resident Educator Program Registration Search to display a list of candidates registered in the Resident Educator Program. You can search by a specific person, fiscal organization, work organization, school year, status, or any combination thereof.

To search for a registration:

1. Click on the link on the dashboard.
2. The Registration Search page is displayed.
3. Enter one or more of the following criteria:
   a. Educator.
      i. Enter any combination of State ID, first name, last name, or middle name.
   b. PC/Fiscal Organization
      i. Enter an IRN and/or organization name in the program coordinator (PC) fiscal organization name or IRN box.
         1. The field will automatically perform a search as soon as you type three characters or numbers, so a search for “Dublin” will return all organizations with the word “Dublin”.
   c. Work/Education Organization
      i. Enter an IRN and/or organization name in the work/education organization name or IRN box.
         1. The field will automatically perform a search as soon as you type three characters or numbers, as an example typing “Dublin” in the field will return all organizations with the word “Dublin”.

Select one or more search criteria and click on “Find Registrations”.
d. School Year
   i. Select a school year from the drop-down list.
   ii. The list defaults to the current school year. Note: to search for all registrations for an organization or a person, leave the School Year blank.

e. Registration Status
   i. Click on the dropdown arrow to select a specific registration status to search for.
   ii. For example, you want to find all the Year 4 resident educators.
Resident Educator Program Registration Search

Find Registrations

Educator Last Name:  Educator First Name:  Educator Middle Name:  Educator State ID:  Educator SSN-4:

School Year:  Program Year:  Registration Status:

Work Organization Name or IRN:  Fiscal Organization Name or IRN:

Select one or more search criteria and click on ‘Find Registrations’.

f. Program Year

i. Click on the dropdown arrow to select a specific registration status to search. For example, finding all resident educator registrations that are “pending” for the current year.

4. If you want to clear your selections, click the Button.

5. Click when you have selected one or more search criteria and are ready to look for registrations.

6. A list of all matching persons/registrations for the specified criteria will be displayed.
7. In the Action column are icons that you may click on. You may edit current year registrations. You may delete only current year registrations.

**View Credentials** – Use to view the resident educators credentials.

**View a Registration** – Use to view any completed resident educator registration.

**Edit and Update a Registration** – Limited edits to a submitted registration are permitted until the opening of the Completion Criteria Window. Those areas that are permitted to be edited throughout the year are the Work/Education Organization, PC/Fiscal Organization and the Mentor/Facilitator/Colleague information. Educator Taking RESA this Program Year may be edited for those REs in year 2 with 1 or 2 years of prior credit or those permitted by local policies and procedures to take RESA in year 2, until the registration window closes. You can fully edit a pending registration if you haven’t submitted it until the registration window is closed.

**Starting Another Search**

Clicking on the **Reset** button will clear your search criteria so you can start another search.
Edit and Update Educator Information

Program Coordinators can edit or update the following fields in CORE for the Resident Educator’s current registration. 1. Work/Education Organization 2) PC/Fiscal Organization 3) Mentor/Facilitator/Colleague. The Program Coordinator field will automatically update once the changes are saved.

To update Educator information the program coordinator should select the Manage Registrations tab.

1. This following screen will be displayed to search for an educator that you want to Update.

2. You can search on any of the fields listed above. Using the State ID field will give you your most accurate result. After clicking on the Find Educator(s) button, you will get a list of educators that match your search. Click the Edit button that is next to the educator and the year of the registration that is the one you want to edit/update. (Note: only the current year and registration is editable and that is the only registration that will have the Edit button available.

3. You will have the option to view credentials or view the educator’s Resident Educator (RE) Profile when you click on the Action button next to a person you select.
4. When you click on “view credentials” the screen will then display all the credentials that the educator has ever been granted

   a. By default, it shows all their credentials
b. Click on and you will view a list of the educator’s credentials. Select the credential associated with the educator’s teaching assignment (this is the eligible credential).

<table>
<thead>
<tr>
<th>Credential</th>
<th>Status</th>
<th>Eff. Year</th>
<th>Issue Date</th>
<th>Exp. Date</th>
<th>Cred. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Year Resident Educator Adolescence to Young Adult (7-12) License</td>
<td>Issued</td>
<td>2016</td>
<td>07/05/2016</td>
<td>12/31/2020</td>
<td>413440</td>
</tr>
<tr>
<td>4 Year Resident Educator Adolescence to Young Adult (7-12) License</td>
<td>Issued</td>
<td>2015</td>
<td>07/05/2016</td>
<td>12/31/2019</td>
<td>413441</td>
</tr>
<tr>
<td>4 Year Resident Educator Early Childhood (P-3) License</td>
<td>Issued</td>
<td>2015</td>
<td>09/26/2015</td>
<td>06/30/2019</td>
<td>4134403</td>
</tr>
</tbody>
</table>

c. Select the button to close this popup window, or the X at top right.

5. If you select “View Educator RE Profile” on the button, the Resident Educator Profile will be displayed.
6. The Educator Contact Info and Educator Credentials buttons work the same as the previous screens with these buttons.

**Editing Registration Information**

Program coordinators may edit most key registration information at any time, not just during the registration window for the current program year. The Candidate Org, Fiscal Org, License, Teaching Field and mentor/facilitator/colleague fields may be edited at any time during the current program year. The RESA information may not be edited outside of the registration window.
Adding Prior Teaching Credit

1. You must be on the Educator RE Profile screen to access this feature. Please be sure to read the rules and requirements for eligibility for Credit for Prior Teaching Experience. To access the Educator RE Profile screen, select Manage Educator and then type in the information and click on Find Educator. A screen like the one below will appear.

2. Click on the Action button and then click to View Educator RE Profile

3. The following screen will appear:
4. To add prior year teaching credit, click on the **Add Prior Year Teaching Credit** button.

The following screen will come up:

Add Educator Prior Year Teaching Credit

"Click here" for more information on granting credit for prior years of teaching experience.

Please note, maximum credit allowed is 2 years.

If the prior teaching experience occurred out-of-state then an explanation is required to verify the out-of-state license help by the educator.

**School Year:**

---Please Select---

**Prior Experience:**

---Please Select---

**Explanation:**

- **School Year** - You can choose any School Year listed in the dropdown menu. Teaching experience for prior credit is limited to four years from the current school year.

- **Prior Experience** – You can choose “In State” or “Out of State.”

- **Explanation** – You should type some comments about why you are granting the credit. It is a required field, for out-of-state credit. For out-of-state credit, the resident educator is required to have proof of that out-of-state experience (e.g., out of state license or certificate) in the documents file which appears in the Welcome Page of their OH|ID account. They should download a copy of the certificate or license to their OH|ID account. When the resident educator applies to advance to the professional license, the Office of Educator License will look for proof of out-of-state credit in the resident educator’s documents in their OH|ID account.

- If you are trying to add “In State” credit, the resident educator must have an Ohio license that qualifies for resident educator credit during that period and can’t have Program Year Completion credit for that year.
5. After you click on the button the credit will be displayed in the following section of the Resident Educator Profile screen:

<table>
<thead>
<tr>
<th>School Year</th>
<th>Note</th>
<th>Grantor Organization</th>
<th>Granted By</th>
<th>Granted Date</th>
<th>Action</th>
</tr>
</thead>
</table>

Editing Prior Year’s Credit
Program coordinators cannot delete prior year’s credit. If this information was entered incorrectly, please contact REProgram@education.ohio.gov
Enter Completion Criteria

Each year, program coordinators must enter completion criteria for that school year for every educator enrolled in the Ohio Resident Educator Program by May 31. If completion criteria is not entered, that educator must repeat the previous program year. The program coordinator can only enter completion criteria during the time window administered by the Ohio Department of Education. If a resident educator’s completion criteria was not entered but should appear as “Yes” for a previous program year, please contact REPProgram@education.ohio.gov or call 1-877-644-6338.

1. On the Dashboard you will have a message telling you that the Completion Criteria Submission Period is open. This is when you can mark educators as complete in the program for a specific year. You will also the section titled “Your Registrations without Completion Criteria.”

2. “Your Registrations without Completion Criteria” – In this section you will see all the resident educators that you registered during the Registration window for that program year. If you click on the Enter Completion Criteria button, you will get the Enter Completion Criteria screen. If a teacher is in the Resident Educator Program for your school or district, but you do not see him or her listed here, search for the person in the Manage Registration, Resident Educator Program Registration Search, to verify.
that the individual was registered for that program year. If their registration is missing, please complete a late registration form that is linked to the Dashboard page.

3. Completion Criteria Screen

![Completion Criteria Screen](image)

Has Resident Educator met the following requirements for completion of Program Year 1?

1. Completed all Year 1 required processes and tools
   - Yes
   - No

2. Maintained all Ohio Resident Educator Program eligibility requirements
   - Yes
   - No

☐ I certify that the information entered above is true and accurate at the time the information was entered into CORE RE system.

![Completion Criteria Screen](image)

a. You should answer the questions fully and honestly. By default the answers are **No**.

b. Clicking on the **Yes** will turn it green.

c. Clicking **Yes** on all of the boxes will mark **Completed**.

d. After you have answered the questions, check the box next to the statement, “I certify that the information entered above is true and accurate at the time the information was entered into CORE RE system.”

e. Clicking on the check box highlights the **Save** button. Clicking the **Save** button will record your answers for the Completion Criteria for that resident educator’s record.

   i. If you chose **Yes** to all of the questions, the resident educator will be considered complete for that program year.

   ii. If any of the questions are marked **No**, the resident educator will be considered incomplete for that program year, and they will have to repeat it.

4. Here is an example of a Manage Registrations, Resident Educator Program Registration Search:
The “Complete” column shows the registration status.

i. **Yes** – They successfully completed the Program Year. They are taking RESA this program year.

ii. **Not Entered** – Completion criteria has not been entered.

iii. **No** – The resident educator did not successfully complete the program year.

- The resident educator is not taking RESA this program year.

5. Click on the **View** button next to the Resident Educator that you want to mark as complete. In this example, you can see that Mary Teacher’s completion criteria is shown as “Not Entered.”

6. Scroll down to the completion criteria section and click on the **Add Completion Criteria** button to add the Completion Criteria for that educator and program year. The Enter Completion Criteria screen will come up the same as previously discussed.

7. After entering the completion criteria and saving your answers, you will return to the Resident Educator Program Registration screen. Your answers are recorded, and you can look up additional resident educators by clicking on the Manage Registration menu and doing another search.
For those Resident Educators who took RESA prior to the 2017-18 school year and did not pass task(s) 2 and/or 4 and/or 5, Focused Mentoring is required for each task not yet passed. Completion of Focused Mentoring is submitted by the Program Coordinator at the same time that Completion Criteria is submitted. If the Resident Educator does not pass Focused Mentoring, then the Focused Mentoring requirement will be required in the following year and thereafter, if they have not passed the Focused Mentoring in a previous year. Below is a screen shot of how completion criteria will appear if Focused Mentoring is required.

Enter Completion Criteria

Resident Educators who did not pass certain components of the former RESA (Task 2, Task 4 and/or Task 5) are required to participate in focused mentoring. Please indicate if this Resident Educator completed the following focused mentoring:

- Met focused mentoring for Communication and Professional Growth (Task 4).
- Met focused mentoring for Formative and Summative Assessment (Task 2).
- Met focused mentoring for Reflection on Teaching Practice Based on Feedback (Task 5).

Has Resident Educator met the following requirements for completion of Program Year 5?

1. Completed all Year 5 required processes and tools
   - Yes  No
2. Maintained all Ohio Resident Educator Program eligibility requirements
   - Yes  No

☐ I certify that the information entered above is true and accurate at the time the information was entered into CORE RE system.

Completion Criteria  Not Completed

Save  Close
To access the CORE RE Reports, click on CORE Home in the top ribbon of the Resident Educator Program –Coordinator’s Dashboard page.

ODE Reports for RE CORE are found below the Administration Tools ribbon on the ODE Connected Ohio Records for Educators page (CORE Home) as shown below.

After you click on Reports, a listing of the reports available will appear as shown below.
These reports can be used to give you more detail about the registration, completion criteria, credential(s) and RESA results of your district/school’s resident educators. The RE Planning and Evaluation Tool Report will give details regarding the program indicators, status and evidence for a specific organization’s planning and self-assessment tool.

The **Print Credential Report** will give you a report on an individual educator’s credential(s).

The **RE Planning and Evaluation Tool Report** will give you a report of your district/school’s Resident Educator Planning and Evaluation Tool Report.

The **RESA Results Report** will give you a listing of the RESA Results for your district/school’s RESA candidates for a specific year.

The **Resident Educator Completion Criteria Details Report** will give you a listing of all the Resident Educators who are registered in your district/school and the status of their completion criteria for a given year.

The **Resident Educator Registration Detail Report** will give you a listing of all the Resident Educators registered for your district/school for a specific year.

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**Help and Support**

Direct RE program questions to REProgram@ode.state.oh.us