



THE OHIO DEPARTMENT OF EDUCATION
HAS CHANGED THE WAY WE ACCESS CORE ACCOUNTS
TO APPLY FOR AND RENEW EDUCATIONAL LICENSES AND PERMITS

ALL USERS MUST CREATE AN ACCOUNT IN THE OH|ID SYSTEM, EXISTING CORE (ODE) ACCOUNTS ARE THEN LINKED WITH YOUR OH|ID ACCOUNT. PLEASE FOLLOW THE INSTRUCTIONS BELOW

Setting up your account with the new process *the first time*:

1. Go to the <https://ohid.ohio.gov> website
2. Click **Create Account** and follow the instructions on screen to create your account
3. **Log in** to your OH|ID account
4. Click on **Department of Education Profile Setup**, accept conditions and enter last 4 digits of your social security number then click **Request Access**
5. Click **Return to Applications**
6. Click **Department of Education Profile Setup** (again)
7. Click **View Applications**

If you are renewing this year:

8. Click **Educator Licensure and Records (CORE)** to apply, renew or maintain licenses and permits.

CERTIFIED STAFF

OR

CLASSIFIED STAFF

9. Follow the steps for completing the online application for renewing a teacher license.
 10. The application will ask for the IRN number of the school district you are working AND the school district who is signing your license.
 - a. For the DISTRICT where you work use IRN 044198, for the Lakewood City Schools.
 - b. It will then ask who is SIGNING to verify you have completed your IPDP, please enter the LPDC IRN 013637.
 11. While in your CORE account, check the status of your FBI background check. They must recertified every 5 years. Often teachers choose to renew their background check at the same time they renew their license.
 12. Once you have completed the application , follow the steps to pay for e renewal online using a credit card
 13. As soon as ODE issues your license, ODE will send you a notification email. You will need to log back in to your account, download the PDF of your renewed license and send it to HR to add to your file.
9. Follow the steps for completing the online application for renewing an Educational Aide or Student Monitor Permit.
 10. The application will ask for the IRN number of the school district you are working. Use IRN 044198, for the Lakewood City Schools.
 11. While in your CORE account, check the status of your FBI background check. They must recertified every 5 years.
 12. Once you have completed the application , follow the steps to pay for e renewal online using a credit card
 13. As soon as ODE issues your permit, ODE will send you a notification email. You will need to log back in to your account, download the PDF of your renewed permit and send it to HR to add to your file.