Online License Renewal Directions

**If you do not remember your SAFE username & password you will need your drivers license

**For payment you can ONLY use a Visa or Mastercard

Step 1: Go to the ODE homepage & click on the SAFE Sign-in

Step 2: Sign into SAFE (top left of screen)

Step 3: Choose ODE Core

Step 4: Hover your mouse over the "My Educator Profile" Apple & choose "My Information."

Step 5: Update any information in the Personal Information section (Address, Phone or Email) that is incorrect or has changed. To change any fields click on the pencil. Fields with an asterisk are required. Click **Save** to commit changes.

Step 6: At the top of the *My Information* page roll your mouse over the *My Educator Profile* and select *My Credentials.* It will take you to a screen that has all your Ohio Educator Licenses listed. Your most recent licenses will be listed at the bottom of the page. Some people may have several pages of licenses.

Step 7: Scroll down till you see your most license. You will see a drop down box on the left.

Step 8: In the drop down boxes on the left where it says *Select Action* choose *renew*. And choose the *Effective Year* that your license will be effective.

Step 9: Click on the *Add New Request* Button

*****Repeat steps 6-9 if you have more than one license.***********

Step 10: Choose Mail to home. Then click *save & next*.

Step 11: Check all the information in the box that appears. If everything is correct click on *Save Application and Next*

Step 12: On the next page answer the questions. After you answer the first question "Are you currently employed in the schools of Ohio?" a new box appears below for LPDC Signature. Where it says "Select Organization" click on the search button.

**You have to answer these questions for each license you are renewing.

Step 13: In the search box that appears enter in **IRN: 013492** and Name: Berkshire Local Schools LPDC. Then click on Berkshire Local Schools LPDC from below.

Step 14: Answer the questions in the Residency and Legal Section, and check the box under Applicant Signature.

Step 15: If you are ready to submit your Licensure application choose "*Save Application*" then once it has saved scroll back to the bottom and click "*Pay and Submit*"

If you are not ready to pay & submit your application choose "*save application*"

Step 16: Scroll down to the bottom of the page that appears until you see the Payment Due section. It will show you how much you owe. Click *next* to go to payment screen.

Step 17: Review information on this page. If everything is correct click "*next*" at the bottom of the page.

Step 18: On this page you will enter your credit card information. When you are done click "Submit Payment"

Once your application is submitted I will get an e-mail telling you have submitted an application. I will then verify your hours & approve your application. Once I approve your application you get another e-mail saying that it has been approved.

SAVE all your e-mails related to the online license renewal until you get the hard copy of your license!

Remember, you still have to get your fingerprints done before ODE will send the license.

Fingerprints:
**Call ahead to check what times they are open.

Geauga Count Educational Service Center
470 Center Street Building 2 Chardon, Ohio 44024
440-279-1700

Geauga County Sheriff's Office
12450 Merritt Road, Chardon, Ohio 44024
(440) 279-2009

*********Payment for fingerprints is cash only

If you are not sure when you were last fingerprinted click on this link:
https://coreprodint.ode.state.oh.us/core2.3/ode.core.EducatorProfile.UI/EducatorSearch.aspx

Enter in your first & last name & click "*search*"
From the menu on the left choose "*BCI/FBI*"