

How to Apply Online to Renew Your 5 Year Professional / 5 Year Associate License

This document will step you through how to apply online to renew your 5 Year Professional or 5 Year Associate License. Please note: this information is specific to educators who access Greater Ohio Virtual School LPDC services.

Accessing: ODE website, OH|ID Portal & CORE

- Go to the Ohio Department of Education website
- Select Login, found in the upper right hand corner of the page:
- Log into the OH|ID portal

(If you have not set up your OH|ID account, you can find helpful resources such as: setting up an OH|ID account, accessing education applications, changing your password, etc., on ODE's website. To access these resources, on ODE's website, enter "Department of Education OH|ID Portal Help" in the Search bar for a link to the Department of Education OH|ID Portal Help page.)

- Log into your OH|ID account

Once you have logged into your OH|ID account, you will be taken to your OH|ID Dashboard. If you have not accessed education applications yet, please refer to the OH|ID portal resources found on ODE's website mentioned previously.

- Select the Educator Licensure and Records (CORE) application

Step 1: Select Credential to Renew

From your CORE Dashboard Scroll down to the 'My Credentials' section (found on the left side of your screen). (We will

be referencing my account as an example, your CORE Dashboard and the My Credentials section will look different.) You will see the list of your past and current credentials.

- Click the drop-down arrow by Action, next to the Credential you wish to renew
- Click Renew

You also have the options to View, Add Area, Align (if applicable) and Print. These options are available at any time from your CORE Dashboard.

Step 2: Starting the Credential Application Process

- Click the drop down to select the correct Effective Date for the Credential you are renewing
- Click Start Application Process

Step 3: Questions

You will be directed to answer questions regarding:

- Ohio residency
- Military service
- Criminal history
- Prior license discipline

Step 4: Renewal Eligibility Section

➤ Select: Renewing through an Ohio Local Professional Development Committee (LPDC)

This is an important step: if not correctly selected, your license renewal application will NOT be routed to the Greater Ohio Virtual School LPDC e-signer to approve

Step 5: Documents

Do NOT upload documents. If you are renewing your license through the LPDC process.

Uploading documents DOES NOT apply.

All forms (transcripts, verification forms and other CEU documentation) are sent to Brian Barot (GOVS LPDC Director & e-signer).

The only exception to this rule could be if you have a Limitation on your 5 Year Professional license.

Step 6: Signature Section

➤ Click on Find to identify the correct LPDC Signature (e-signer)

➤ Enter "Greater Ohio Virtual School LPDC" in the field under 'Organization Name'

➤ Click Find Organization

➤ Click Select for: IRN 016453: Greater Ohio Virtual School LPDC

Step 7: Pay & Submit Application

➤ Click Yes to certify your answers in this application are true and complete to the best of your knowledge

➤ Click Pay and Submit Application to proceed

➤ Click Continue

Your application will be submitted once payment is made. If you do not complete this step, you will be able to access your application from your CORE Dashboard to edit and complete at a later time.

Step 8: Payment

You will be directed to an external website for payment: Do NOT click your browser 'BACK' button!

➤ Click Select to choose your payment method

➤ Enter your payment information

➤ Click Continue to complete

Note: If you have additional credentials to renew, after you confirm payment, you will be directed back to your CORE Dashboard. Repeat the above process for your remaining credential(s) to renew. Once you have completed the renewal process for your credential(s), your applications can be viewed from your CORE Dashboard, under My Application Status.

You will receive an email notification from ODE once your application has been submitted. This email will also include instructions on how to check your application status.

If you have continued questions or concerns, please contact Brian Barot, GOVS LPDC Director at brian.barot@mygovs.com, or by office telephone: 513 314 4773