



## License Renewal Procedures for Administrators & Teachers

### STEP 1: Create an Ohio ID (OHID) Account

Create an account at: <https://education.ohio.gov/> (if you do not already have one).

### STEP 2: Access CORE

- Log in to your OHID account.
- From **My Apps**, open **Educator Licensure and Records (CORE)**.
- Update your information if prompted, then select **“Take Me to My Application.”**
- You will see a list of your current and expired license(s).

### STEP 3: Begin Renewal

- Locate the license you are renewing.
- Click the **Action** drop-down menu and select **Renew**.
- If you have multiple licenses, you may align them after completing the renewal application.

### STEP 4: Select Effective Date

- Select 07/01/\_\_\_ (the year your license expires).
  - Renewal may begin November 1st of the year prior to expiration.
- IMPORTANT:** Do not backdate to the start of the current school year.

### STEP 5: Complete the Application

- Answer **all** questions honestly.
- Under **Renewal Eligibility**, select **“Renewing through an Ohio LPDC.”**

### STEP 6: Documents

- Do **not** upload transcripts.
- Verification forms (for example: Master Teacher) may be uploaded.
- Transcripts should be submitted to **Human Resources**, unless otherwise required.

### STEP 7: Required Signatures

- When prompted for Superintendent’s Signature:
  - Click Find
  - Enter **IRN 008610**
  - Select **Lancaster City Schools**

### STEP 8: Applicant Signature and Request Additional Credential

- Review your application and select **“Yes”** if everything is correct.
- To renew and align additional license(s) select **“Request Additional Credential.”** (Or select “No”)
- Once complete select **“Review and Submit.”**

### STEP 9: Complete Payment Process

### STEP 10: Print & Submit License

- **Print** your new license from CORE (ODE does not issue paper licenses).
- **Submit** a copy to Human Resources.

### Human Resources Requirements

- 6 semester hours **or** 18 CEUs **or** 180 clock hours (submit documentation to HR).
- If you have previously submitted hours for your personnel file, please notify HR.
- A current (within five years), LPDC-approved IPDP must be on file.
- Fingerprinting/background check done through HR (FBI fingerprints are required every five years).