

2026

# Licensure User Manual





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## CREATE AN OHID ACCOUNT

New users must create an OHID account and a user profile to access the CORE system and submit applications for licensure. Please note that the State Board of Education transitioned from SAFE to OHID in May 2019. If you have not accessed your account since then, attempting to log into OHID with SAFE credentials will not work. You must create an OHID account.

You will be required to verify your identity with a valid Ohio driver's license or state identification card to set up your OHID account. To create your OHID account, navigate to the [OHID log in page](#). The steps are listed on the [Get started with OHID webpage](#) and below.

- Step 1.** Navigate to the [Create Your OHID Account](#) page.
- Step 2.** Enter your email address. Be sure to choose an email address you will always be able to access.
- Step 3.** Enter your email address again to confirm, and then select **Send PIN**.
- Step 4.** Check your email for a message from DONOTREPLY-EnterpriseIdentity@ohio.gov that contains a one-time PIN.
- Step 5.** Enter the one-time PIN from your email on the OHID website and select **Verify**. Once confirmed, select **Next**.
- Step 6.** Enter your personal information, including name and date of birth. Then select **Next**.
- Step 7.** Create your OHID username, then select **Next**.
- Step 8.** Create your OHID password, confirm your password, then select **Next**.
- Step 9.** Enter your mobile phone number to reset your password in the future. Then select **Send PIN**.
- Step 10.** Check your mobile phone for a message with a PIN.
- Step 11.** Enter the PIN into the OHID password recovery page, then select **Verify**. Once confirmed, select **Next**.
- Step 12.** Review the terms and conditions and check the **I agree** box.
- Step 13.** Select **Create Account**.
- Step 14.** If you see a success message, check your email for a message from DONOTREPLY-EnterpriseIdentity@ohio.gov to confirm that your account has been created.
- Step 15.** Visit the [OHID log in page](#) to log in.

In the event that you have trouble signing in or forget your OHID password or username, please review the [OHID Help Center](#) site. You may also email [Contact.Center@SBOE.Ohio.gov](mailto:Contact.Center@SBOE.Ohio.gov) or call 855-983-4868 for assistance.

## NEW USER PROFILE SETUP

You will need to create your user profile after setting up your OHID account. Go to the [OHID log in page](#) to log in to your OHID account. Then follow the directions below.

- Step 1.** Click **App Store** icon.
- Step 2.** Enter *Educator Licensure and Records (CORE)* for the search term and click the **Request access** button to open the User Profile screen.
- Step 3.** Click **Request access** again to confirm.
- Step 4.** Click **I agree** to the Terms and Conditions. Then click the **Send request** button.
- Step 5.** Enter your information on the Add Basic Information page and click **Next**. If you do not have a social security number (SSN) or individual taxpayer identification number (ITIN), click the box next to *I do not have an SSN or ITIN*. If you indicated that you do not have an SSN or ITIN, you will be prompted to upload a document to verify your identity. Please review acceptable forms of identification on the [Identity Verification webpage](#) and upload the appropriate documentation.

If your identity could not be verified with your SSN or ITIN, you will be prompted to provide your Ohio driver's license information in the **Identity Verification** section and click **Verify**. If you do not have an Ohio driver's license, review other acceptable forms of identification on the [Identity Verification webpage](#). Upload the appropriate documentation, click the **I agree to the Department's data privacy policy** box, and click **Next**.

- Step 6.** Once your identity is verified by the system, you will be prompted to agree to the Department's data policy. Click the **I agree to the Department's data privacy policy** box. Then click **Next**.
- Step 7.** Provide your contact information in the next section and click **Next**. If a potential match is detected, you will see the **Duplicate Prevention** screen. Select your information (address, email, and phone number) and click **Next**.
- Step 8.** Review your information on the **Review and Submit** screen and click **Submit**.

Once your user profile is approved you may request an Educator State ID. Please proceed to the **Request an Educator State ID** section of this webpage for further instructions.

## REQUEST AN EDUCATOR STATE ID

The next step is to request an Educator State ID number for use in the CORE system. The Educator State ID is Once you have set up your OHID account and created your user profile, the next step is to request an Educator State ID number for use in the CORE system. Your Educator State ID is necessary to complete an application for licensure. Educator State IDs also help State Board of Education staff identify and eliminate the occurrence of duplicate records in the database.

Please complete the following steps to request an Educator State ID:

- Step 1.** First, you must have an OHID account and create a user profile. If you have not completed these steps, please follow the instructions beginning in the **Create an OHID Account** section of this webpage.
- Step 2.** After you have created an OHID account and user profile, navigate to the [OHID log in page](#) and log in to your OHID account.
- Step 3.** Open the **Educator Licensure and Records (CORE)** app under My Apps.
- Step 4.** Click **My Profile** in the red ribbon at the top of your CORE Dashboard.
- Step 5.** Click **Obtain Educator State ID** and answer the questions in the pop-up box. If you answer **Yes** to any of these questions, you already have an Educator State ID. You may be prompted to select an account that matches your demographic information. Once you have answered all the questions correctly, your Educator State ID will be assigned automatically and appear on your CORE Dashboard under **My Educator State ID**.

### **If you are a credentialed educator in the State of Ohio, you already have an Educator State ID.**

You will see it on your CORE Dashboard under **My Educator State ID** and in My Profile under **Educator State ID**. IF you are a credentialed educator in the State of Ohio and the **Obtain Educator State ID** button appears, you may have a duplicate record. This requires maintenance in the data system.

**DO NOT click Obtain Educator State ID if you are a credentialed educator.** Please contact Educator Licensure Customer Support at [Educator.Licensure@SBOE.Ohio.gov](mailto:Educator.Licensure@SBOE.Ohio.gov) to correct the duplicate records.

## ACCESS YOUR CORE DASHBOARD

Navigate to the [OHID log in page](#) and log in to your OHID account. Then click **Open** in the Educator Licensure and Records (CORE) app to access your CORE Dashboard where you will complete your application requests.

**Please note that if you have never been issued an Educator State ID number before, you must complete the process and obtain one before you can submit an online licensure application.** See the **Request an Educator State ID** section of this webpage before continuing.

## DASHBOARD FEATURES

Your CORE Dashboard allows you to access the features in CORE. The items that appear on your CORE Dashboard are customized to you. The red ribbon at the top of the page will indicate access areas based on your unique user roles.

- The **Messages & Notifications** box at the top of the page displays the most recent notifications that may affect you.
- The **HELP** icon in the blue ribbon at the top of the **Messages & Notifications** box links to a list of helpful resources including contact information for the Office of Educator Licensure and Effectiveness.
- **My Credentials** displays your active and historical credential information. Click **View History** to see a full list of your credential history. From this section, you may begin an application for a new license or renew, advance, align or transition to a previously held license. You also may download and print a copy of your active credential. Click **Action** next to the active credential to activate the drop-down menu with the list of actions you make take, such as add an area, advance, align, renew, print, and so forth. Note that if your license or permit has expired, the print option will no longer be available.
- **My Account** displays your payment history and current account balance. You may make payment from this section. Submitting a payment is easy with the secure, online system that accepts credit cards and electronic checks (e-checks) for licensure applications. You may also request a refund if you have a positive balance available that you will not be applying toward a future application.
- **My Documents** displays your documents the Office of Educator Licensure and Effectiveness has received, such as transcripts, out-of-state licenses, and so forth. Select **Click to View** to view all documents in your file. Then click **View** next to the document you wish to download and view. You may also upload additional documents needed for your licensure application by clicking **Upload Documents** and following the prompts.
- **High Performing Educator Summary** displays your eligibility criteria information for the consistently high-performing teacher designation.

- **My Application Status** displays the status of your applications. You may check the status of an application you submitted; or edit, delete, or submit an application you began previously. To view additional notes about the status of your application, hover your mouse over the submitted application. You may only edit or delete an application you have not yet submitted.

Click **Action** next to the credential application you need to edit. You may change any information except the type of credential you requested. You may also pay for and submit an application you previously started. If you requested the wrong credential, you must delete the application request and start a new one. Note that submitted applications cannot be deleted. If you submit an application in error, please contact the Office of Educator Licensure and Effectiveness to have it declined.

- **My Background Checks** displays the history of BCI and FBI background checks that have been reported to the State Board of Education of Ohio. Please note that all background checks are processed through the Ohio Bureau of Criminal Investigation (BCI) and then sent to the State Board of Education of Ohio. Please review the [Background Checks webpage](#) for important information about submitting your background checks and processing times.
- **My Resident Educator Summary** allows Resident Educator and Alternative Resident Educator license holders to view their progress in the Resident Educator Program, as reported by their school or district Resident Educator Program Coordinator.
- **Assessment Data** displays your licensure exam scores that have been reported to the State Board of Education of Ohio.

## SUBMIT AN APPLICATION FOR LICENSURE

### APPLICATION INFORMATION

During the application process you will be prompted to provide information related to your licensure request and some basic questions regarding your Ohio residency, eligibility for the military fee waiver, and criminal history. If you have a valid OHID account and your method of payment (credit card or electronic check information) handy, as well as any documents (official university transcripts, for example) and e-signer information (such as your employing organization's information retrieval number or IRN), submitting your application should take 10 minutes or less. Note that you may start an application and save it to finish later, if needed, by selecting

[Return to Dashboard](#) or [Save and Exit \(Without Submitting\)](#) at the bottom of the application. You may also delete your application, provided you have not yet submitted it, by selecting **Action** next to the application and then **Delete Application**. Please see below for information regarding some prompts you may see in your application.

- **Effective Date.** You will need to select an effective year for your license or permit during the application process. **Note that all credentials will be effective on July 1 of the chosen effective year.**
- **Required Signatures.** If your application requires approval from an employing school, district, educational service center (ESC) or from an Ohio college or university, you must enter the IRN (**046532**) provided by the organization or the name of the organization. Then select the correct organization by clicking the name or IRN in the list that populates after you type it. You also may click **Find** and type the IRN or organization name in the pop-up box provided and click **Find Organization**. If you accidentally select the wrong organization, simply click **Reset** to clear the selection.
- **Documents.** Your application may require the submission of documents, which you may upload in your application. Please note that you may also open and view your previously uploaded documents while you are still completing your application.
- **Transcripts.** If a university transcript is required to process your application, please scan and upload your original, official university transcript in PDF format. Do not submit grade reports, photos of transcripts, or unofficial transcripts. It is not necessary to resubmit transcripts already in your file. Please review step-by-step instructions on the [Transcript Instructions webpage](#). Note that you must provide a course-by-course analysis from an [approved international credential evaluation service](#) for college coursework completed outside the United States.
- **Work Experience.** If you are applying for a professional teaching license, you will be prompted to enter your work experience in a school or district. Note that if you have worked in out-of-state schools or districts, you must manually enter the information regarding your work experience, as the out-of-state school or district information will not be in our application system. Only Ohio schools and districts can be populated via the search tool in the application.

- **Criminal History and Prior Licensure Discipline Questions.** Please refer to *CRIMINAL HISTORY AND PRIOR LICENSURE DISCIPLINE QUESTIONS* on page 16 of this manual for assistance with answering questions about criminal history or prior licensure disciplinary actions.

## APPLICATION STATUS, REFUNDS, AND MORE

**Application Hold Time.** If your application is placed on hold for documents (such as official university transcripts), exam score reports, or background checks, you will have 60 days in which to submit the requirements. If you need more than 60 days to submit the requirements, please email [Educator.Licensure@SBOE.Ohio.gov](mailto:Educator.Licensure@SBOE.Ohio.gov) **before** the hold period expires.

After the 60-day hold period, the system will automatically decline your application and charge you a non-refundable \$25 processing fee. The rest of the licensure fee that you submitted remains in your OHID account as a positive balance, which you may apply to your next application or request a refund. Please note that if your application is referred to the Office of Professional Conduct for investigation, you may not be issued a refund.

**Application Notifications.** You will receive email notifications at several points during the application process, such as:

- Acknowledgement when your application is submitted
- Notification that your application was approved and issued, placed on hold, or declined

You may also receive communication directly from employing school, district, educational service center, or the university with questions or comments about your application.

**Applications on Hold.** If you receive a notification that your application is on hold, please review the information in the email sent to you or the message within the **My Application Status** area of your CORE Dashboard and take any steps as indicated. If your application is on hold for e-signer approval for more than 10 days, make sure you check your email for a message from the employing school, district, ESC, or the university for a message from the e-signer. You may also contact the school, district, or ESC's Human Resources office (or your university) regarding the delay, if your application went to one of those entities for initial verification.

**Application Processing Time.** Licensure application review and processing times vary depending on the entities involved (district and university e-signers, for example) and the number of requests our office is processing. Please review the [Educator Licensure Process webpage](#) for more information.

**Bundling Applications.** You may bundle multiple applications of the same license type and action and pay for all of them at once. For example, if you have multiple five-year professional licenses to renew, you may bundle them and submit one application and payment. Click **Request Additional Credential** at the bottom of the application.

**Checking Your Application Status.** You may check the status of your application as follows:

- Navigate to the [OHID log in page](#) and log in to your OHID account.
- Open the **Educator Licensure and Records (CORE)** app.

- Navigate to the **My Application Status** section of your CORE Dashboard.
- Hover your cursor over the submitted application to view notes about its status.

**Declined Applications.** If your application is declined by the university or employing school, district, or ESC, no fees are charged. The full amount you submitted with your application will remain in your CORE Dashboard as a positive balance for you to apply to your next application (or you may request a refund under **My Account** on your CORE Dashboard).

**Deleting Applications.** If you started an application but have not yet submitted it, you may delete it.

- Navigate to the OHID log in page and log in to your OHID account.
- Open the **Educator Licensure and Records (CORE)** app.
- Navigate to the **My Application Status** section of your CORE Dashboard.
- Click **Action** and then select **Delete Application**.

**Editing an Application.** You may finish an application you previously started by completing the following:

- Navigate to the OHID log in page and log in to your OHID account.
- Open the **Educator Licensure and Records (CORE)** app.
- Navigate to the **My Application Status** section of your CORE Dashboard.
- Click the **Action** button next to the application you previously started.
- Click **Edit Application**.
- Complete the application and click **Pay and Submit Application**.

**Requesting a Refund.** If your application has been declined, and you have a positive balance in your CORE Dashboard, you may request a refund. Please note that if your application was referred to the Office of Professional Conduct for investigation, you may not be issued a refund.

- Navigate to the OHID log in page and log in to your OHID account.
- Open the **Educator Licensure and Records (CORE)** app.
- Verify that you have a positive balance in the **My Account** section of your CORE Dashboard.
- Click the **Request Refund** button. This action will open the email for you to request your refund.

## APPLY FOR NEW LICENSE

You must have an OHID account, a User Profile, and an Educator State ID to access a licensure application. If you have not completed these steps, please follow the instructions beginning in the **Create an OHID Account** section of this webpage. Then complete the steps below to apply for a NEW license or permit.

**Step 1.** Navigate to the [OHID log in page](#) and log in to your OHID account.

**Step 2.** Open the **Educator Licensure and Records (CORE)** app.

**Step 3.** Verify your information under **My Profile** before starting or submitting an application. Click **My Profile** in the red ribbon at the top right of the screen on your CORE Dashboard and update your information by clicking the edit icon.

- Click **Edit** in the section that needs updated and make the necessary changes.
- Click **Save**.
- Click **Return to Page** when you are finished updating your information.
- Click **Go back to Dashboard** to return to your CORE Dashboard.

**PLEASE NOTE:** It is important to keep your information current. The Office of Educator Licensure and Effectiveness uses the information in **My Profile** to contact applicants regarding their applications.

**Step 4.** Click **Apply for a NEW Credential** in the **My Credentials** section on your CORE Dashboard.

**Step 5.** In the pop-up box, click **Apply for a NEW** credential to begin the application for a new license or permit. NOTE: Do NOT click Apply for a NEW credential if you are renewing a license or permit or adding an endorsement or content area to your existing license.

**Step 6.** The next screen is organized by categories of licenses. Click the category to view a list of available licenses. Example: Click **Substitutes** to view a list of all licenses for which a substitute teacher may apply. Select your license and click **Apply**.

**Step 7.** A pop-up screen will prompt you to select the credential type and effective date of your new license or permit. Additionally, you may be asked to indicate if you completed an [Ohio Department of Higher Education approved licensure program](#) or an [out-of-state licensure program](#).

Note that if you are applying for a license or permit that requires the approval of your employing school, district, or educational service center, you will see a prompt to enter your employing organization's IRN (**046532**) or name. Once you have supplied the requested information, click **Start Application Process** to begin the application.

- Step 8.** Next will be the **Requested Credentials** screen, where you will submit the information required for the licensure application. Depending on the license type, you may need to indicate which teaching field you are requesting. All applications will include some basic questions regarding your Ohio residency, eligibility for the military fee waiver, and criminal history (please refer to ***CRIMINAL HISTORY AND PRIOR LICENSURE DISCIPLINE QUESTIONS*** on page 16 of this manual for assistance with answering criminal history questions).
- Step 9.** Upload any documents required for the licensure application, such as official university transcripts, military ID, and so on, under the **Documents** section of the application. You may also view previously submitted documents in your account by clicking **View** next to the document.
- Click **Upload Documents** to begin the process of uploading your documents.
  - Select the type of document you are uploading from the drop-down menu under **Document Type** (Transcript, for example).
  - Then click **Browse** to locate the document on your computer.
  - Select your document and click **Upload**. You will then see your uploaded document under **Application Documents**. You may view or delete the document before proceeding with the rest of the application.
- Step 10.** If your application requires approval from your employer or your university, the **Required Application Signatures** section will populate in the application. If you indicated that you are applying for a new substitute teaching license, for example, the prompt will include a box for you to enter your employing school, district, or educational service center's IRN or name. This information lets the system know where to forward the application for review.
- Step 11.** After you have answered all the questions and uploaded your documents (if required), click **Yes** in the **Applicant Signature** section to electronically sign your application.
- Step 12.** If you need to submit an application for an additional license, select **Request Additional Credential**. If you are ready to submit your application, click **Pay and Submit Application**. If you are not ready to submit your application, you may click **Return to Dashboard or Save and Exit (Without Submitting)**.

If you clicked **Pay and Submit Application**, you will proceed to the payment section of your application.

You may go to the **Application Payment** section of the page for instructions.

## APPLICATIONS FOR RENEWALS

Applications for renewals, add areas, alignments, and all other actions on an existing license or permit

### DATES TO CONSIDER BEFORE SUBMITTING AN APPLICATION

**Renew a License or Permit.** Applicants may submit a renewal application as early as November 1 of the year preceding the license or permit's expiration date.

**Advance a Resident Educator License.** Resident Educators may not advance their license until the **My Resident Educator Summary** section of their CORE Dashboard reflects *completed* for both Year 1 and Year 2. Please see the For Resident Educators webpage for more information.

**Advance an Alternative Administrator License.** Administrators may not advance their alternative license (administrative specialist, principal, or superintendent) before May 1 of the expiration year of their license.

**Supplemental License.** Educators completing the Supplemental Pathway for a license or endorsement may not apply for the new standard license or add the new teaching field or endorsement to their existing standard teaching license before May 1 of the expiration year of their license.

You must have an OHID account, a User Profile and an Educator State ID to access a licensure application. If you have not completed these steps, please follow the instructions beginning in the **Create an OHID Account** section of this page. Then complete the steps below to take action on an existing license, such as to renew, advance, add an endorsement, and so forth.

**Step 1.** Navigate to the OHID log in page and log in to your OHID account.

**Step 2.** Open the **Educator Licensure and Records (CORE)** app.

**Step 3.** Verify your information under My Profile before starting or submitting an application. Click My Profile in the red ribbon at the top right of the screen on your CORE Dashboard and update your information by clicking the edit icon.

- Click **Edit** in the section that needs updated and make the necessary changes.
- Click **Save**.
- Click **Return to Page** when you are finished updating your information.
- Click **Go back to Dashboard** to return to your CORE Dashboard.

PLEASE NOTE: It is important to keep your information current. The Office of Educator Licensure and Effectiveness uses the information in My Profile to contact applicants regarding their applications.

**Step 4.** From your CORE Dashboard under **My Credentials**, select the **Action** button next to your previously issued credential and select **Renew** from the dropdown menu

**Step 5.** Make the appropriate selections in the pop-up box, such as selecting the effective date, and click **Start Application Process**.

- Step 6.** The next screen will be the **Requested Credentials** screen, where you will submit the information required for the licensure application. All applications will include some basic questions regarding your Ohio residency, eligibility for the military fee waiver, and criminal history (please refer to **CRIMINAL HISTORY AND PRIOR LICENSURE DISCIPLINE QUESTIONS** on page 16 of this manual for assistance with answering criminal history questions).
- Step 7.** You will need to indicate how you met renewal eligibility requirements if you are renewing a professional administrator, educator, or pupil services license. If you are employed in an Ohio school or district and renewing through your Local Professional Development Committee (LPDC), for example, you will indicate that in the application under the **Renewal Eligibility** section of the application.
- Step 8.** Upload any documents required for the licensure application, such as official university transcripts, military ID, and so on, under the **Documents** section of the application. You may also view previously submitted documents in your account by clicking **View** next to the document.
- Click **Upload Documents** to begin the process of uploading your documents.
  - Select the type of document you are uploading from the drop-down menu under **Document Type** (Transcript, for example).
  - Then click **Browse** to locate the document on your computer.
  - Select your document and click **Upload**. You will then see your uploaded document under **Application Documents**. You may view or delete the document before proceeding with the rest of the application.
- Step 9.** If your application requires approval from your employer (for renewal) or your university (to add an area), the **Required Application Signatures** section will populate in the application. If you indicated that you are renewing through your LPDC, for example, the prompt will include a box for you to enter your LPDC's IRN or name.
- Step 10.** After you have answered all the questions and uploaded your documents (if required), click **Yes** in the **Applicant Signature** section to electronically sign your application.
- Step 11.** If you need to submit an application for an additional license, select **Request Additional Credential**. If you are ready to submit your application, click **Pay and Submit Application**. If you are not ready to submit your application, you may click **Return to Dashboard or Save and Exit (Without Submitting)**.

If you clicked **Pay and Submit Application**, you will proceed to the payment section of your application.

You may go to the **Application Payment** section of the page for instructions.

## APPLICATION PAYMENT

If you have completed your application and you are ready to pay and submit it, please see the directions below.

- Step 1.** If you saved your application to submit later, navigate to the [OHID log in page](#) and log in to your OHID account.
- Step 2.** Open the **Educator Licensure and Records (CORE)** app.
- Step 3.** You will see **My Application Status** on your CORE Dashboard. Click the **Action** button next to the application you started. If you did not yet complete your application questions, click **Edit Application** to open it and answer any remaining questions. If you completed the application but still need to submit your payment, click **Pay and Submit Application**.
- Step 4.** Click **Include** next to the application(s) you wish to submit in the **Pay and Submit Applications** pop up box. You will see the total amount due for the applications you selected.
- Step 5.** Click **Continue**. Then you will see a pop-up box verifying you are navigating to the external payment site to process your secure, online payment. Click **Continue** again to navigate to the payment site or click **Cancel** if you do not wish to proceed. Do not click your browser's "back" button from this screen.
- Step 6.** You may pay for your application with a credit card or electronic check (E-check). Select one of these choices in the **Payment Method** drop-down menu. Then click **Next**.

## E-CHECK PAYMENT

- Select **E-Check** and click **Next** from the **Choose Payment Method** screen to process a payment from your bank account.
- Enter the bank routing number, your bank account number, and your email address.
- Click the **Email Receipt** box to have your receipt sent to you and click **Review** to proceed.
- Review the details on the **Review Payment Details** screen and click **Make Payment** if the information displayed is correct. If you need to make changes, click **Back** to return to the previous screen.

While your payment is processing, a spinning circle will appear. **DO NOT** press any keys on your keyboard or use your mouse during this time to ensure proper payment processing.

After your payment is processed, you will return to your CORE Dashboard where you may view the status of your application. In the **My Account** section of your CORE Dashboard, you will see your payment posted to your account. You will receive an email confirmation once you have submitted your application.

## CREDIT CARD PAYMENT

- Select **Credit Card** from the **Choose Payment Method** screen to process a credit card payment. The following credit cards may be used: American Express, Discover, Master Card, or Visa. Please note: You must use a credit card or a debit card that does NOT require a PIN. Cards that require a PIN are not accepted. Prepaid cards are only acceptable if they do not require a PIN.
- Enter your information on the credit card payment screen. The fields indicated with an asterisk are required. You must provide an email address and make sure the **Email Receipt** box is checked to receive email confirmation of your payment. Click Continue when you are finished.
- Review the details on the following screen and click Confirm if the information displayed is correct. If you need to change any information, click **Back** to return to the previous screen.

While your payment is processing, a spinning circle will appear. DO NOT press any keys on your or use your mouse during this time to ensure proper payment processing.

After your payment is processed, you will return to your CORE Dashboard where you may view the status of your application. In the **My Account** section of your CORE Dashboard, you will see your payment posted to your account. You will receive an email confirmation once you have submitted your application.

## CRIMINAL HISTORY AND PRIOR LICENSURE DISCIPLINE FAQs

This section of the licensure application requires you to answer five questions related to your criminal history and prior professional license discipline. There are different questions for first-time applicants and returning/renewal applicants. For additional information, please see the [Criminal Records webpage](#). Please see below for specific instructions on each question for first-time applicants and for returning or renewal applicants. If, after reviewing the guidance below, you still need assistance in completing your responses to these specific questions, you may contact [Educator.Conduct@SBOE.Ohio.gov](mailto:Educator.Conduct@SBOE.Ohio.gov).

### FIRST-TIME APPLICANTS

Keep in mind that as a first-time applicant you are required to disclose the information requested in the following questions regardless of how much time has passed since the incident occurred.

#### Have you ever been convicted of any criminal offense (except misdemeanor traffic offense)?

- Click **Yes** if you have any criminal convictions for minor misdemeanors, misdemeanors, and/or felonies, including any guilty pleas, convictions based on plea of no contest or a plea of nolo contendere (including an Alford plea), and felony traffic offenses.

- If you click **Yes**, you will be directed to provide full details of each conviction:
  - Fill out the **Year** of conviction;
  - Select **Offense** from the drop-down menu (if you are unsure of your specific offense, you may choose *Other*, *Unknown* and then provide a detailed **Explanation** describing the offense); and
  - Provide an **Explanation**. Note: An explanation is not required, unless *Other*, *Unknown* is selected as offense type.
- After you have filled in the **Year**, **Offense**, and **Explanation**, you must click the blue **Add** button to complete your reporting of that conviction.
- Repeat this process for each conviction.

### Are you currently a defendant in a pending criminal court case (except misdemeanor traffic offenses)?

- Click **Yes** if you have a pending criminal case that has not yet been resolved.
- If you click **Yes**, you will be directed to provide full details of your pending criminal court case:
  - Select **Offense** from the drop-down menu (if you are unsure of your specific offense, you may choose *Other*, *Unknown* and then provide a detailed **Explanation** describing the offense); and
  - Provide an **Explanation**. Note: An explanation is not required, unless *Other*, *Unknown* is selected as offense type.
- After you have filled in the **Offense** and **Explanation**, you must click the blue **Add** button to complete your reporting of that pending criminal court case.
- Repeat this process for each pending criminal court case.

### Have you ever participated in a criminal diversion program (except misdemeanor traffic offenses)?

- Click **Yes** if you have participated in a first offender's program, a treatment in lieu of conviction program, or any other type of diversion program.
- If you click **Yes**, you will be directed to provide details of your criminal diversion program:
  - Fill out the **Year** of criminal diversion program;
  - Select **Offense** from the drop-down menu (if you are unsure of your specific offense, you may choose *Other*, *Unknown* and then provide a detailed **Explanation** describing the offense); and
  - Provide an **Explanation**. Note: An explanation is not required, unless *Other*, *Unknown* is selected as offense type.
- After you have filled in the **Year**, **Offense**, and **Explanation**, you must click the blue **Add** button to complete your reporting of that criminal diversion program.
- Repeat this process for each criminal diversion program.

### Have you ever had a criminal conviction or guilty plea sealed or expunged (except misdemeanor traffic offenses)?

- Click **Yes** if you have ever had any criminal conviction or guilty plea sealed or expunged by a court. Ohio Revised Code Section 3319.292 grants the State Board of Education the authority to ask questions about an applicant's sealed or expunged convictions.
- If you click **Yes**, you will be directed to provide details of your sealed or expunged case.
  - Fill out the **Year** your case was sealed or expunged. Please make sure to also fill out the **Conviction Question** above for this case with its appropriate year of conviction;
  - Select **Offense** from the drop-down menu (if you are unsure of your specific offense, you may choose *Other, Unknown* and then provide a detailed **Explanation** describing the offense); and
  - Provide an **Explanation**. Note: An explanation is not required, unless *Other, Unknown* is selected as offense type.
- After you have filled in the **Year, Offense, and Explanation**, you must click the blue **Add** button to complete your reporting of that sealed or expunged case.
- Repeat this process for each sealed or expunged case.

### Has disciplinary action ever been taken regarding any professional certificate, license, registration, or permit that you hold or have held in Ohio or any other state or place?

- Click **Yes** if you have ever had any professional license, certificate, registration, or permit discipline, including letters of admonishment, reprimands, voluntary surrenders, suspensions, limitations, revocations, denials, disciplinary settlement agreements (consent agreements), or any other disciplinary actions.
- If you click **Yes**, you will be directed to provide full details of your professional license discipline:
  - Fill out the **Year** of your discipline;
  - Fill out the **State and Agency** where the discipline was from (example: State Board of Education of Ohio or Kentucky Board of Nursing);
  - Select the **Discipline Type** from the drop-down menu (if you are unsure of your specific Discipline Type, you may choose *Any Other Disciplinary Actions* and then provide a detailed **Explanation** describing the disciplinary action); and
  - Provide an **Explanation** of the disciplinary action. Note: An explanation is not required, unless *Any Other Disciplinary Actions* is selected as Discipline Type.
- After you have filled in the **Year, State/Agency, Discipline Type, and Explanation**, you must click the blue **Add** button to complete your reporting of that professional license discipline.
- Repeat this process for each professional license discipline.

## RETURNING OR RENEWAL APPLICANTS

Returning and renewal applicants who have previously held licenses or permits are required to disclose any new criminal offenses or professional license discipline that have occurred **since the time you last applied**.

### Since you last applied, have you been convicted of any criminal offense (except misdemeanor traffic offenses)?

Click **Yes** if you have any criminal convictions for minor misdemeanors, misdemeanors, or felonies, including any guilty pleas, convictions based on plea of no contest or a plea of nolo contendere (including an Alford plea), and felony traffic offenses **that are new since you last applied**.

- If you click **Yes**, you will be directed to provide full details of each conviction:
  - Fill out the **Year** of conviction;
  - Select **Offense** from the drop-down menu (if you are unsure of your specific offense, you may choose *Other, Unknown* and then provide a detailed **Explanation** describing the offense); and
  - Provide an **Explanation**. Note: An explanation is not required, unless *Other, Unknown* is selected as offense type.
- After you have filled in the **Year, Offense, and Explanation**, you must click the blue **Add** button to complete your reporting of that conviction.
- Repeat this process for each new conviction.

### Are you currently a defendant in a pending criminal court case (except misdemeanor traffic offenses)?

- Click **Yes** if you have a pending criminal case that has not yet been resolved.
- If you click **Yes**, you will be directed to provide full details of your pending criminal court case:
  - Select **Offense** from the drop-down menu (if you are unsure of your specific offense, you may choose *Other, Unknown* and then provide a detailed **Explanation** describing the offense); and
  - Provide an **Explanation**. Note: An explanation is not required, unless *Other, Unknown* is selected as offense type.
- After you have filled in the **Offense and Explanation**, you must click the blue **Add** button to complete your reporting of that pending criminal court case.
- Repeat this process for each pending criminal court case.

### Since you last applied, have you participated in a criminal diversion program (except misdemeanor traffic offenses)?

- Click **Yes** if you have participated in a first offender's program, a treatment in lieu of conviction program, or any other type of diversion program **since you last applied**.
- If you click **Yes**, you will be directed to provide details of your criminal diversion program:
  - Fill out the **Year** of criminal diversion program;
  - Select **Offense** from the drop-down menu (if you are unsure of your specific offense, you may choose *Other*, *Unknown* and then provide a detailed **Explanation** describing the offense); and
  - Provide an **Explanation**. Note: An explanation is not required, unless *Other*, *Unknown* is selected as offense type.
- After you have filled in the **Year**, **Offense**, and **Explanation**, you must click the blue **Add** button to complete your reporting of that criminal diversion program.
- Repeat this process for each new criminal diversion program.

### Since you last applied, have you had a criminal conviction or guilty plea sealed or expunged (except misdemeanor traffic offenses)?

- Click **Yes** if you have had any criminal conviction or guilty plea sealed or expunged by a court **since you last applied**. Ohio Revised Code Section 3319.292 grants the State Board of Education the authority to ask questions about an applicant's sealed or expunged convictions.
- If you click **Yes**, you will be directed to provide details of your sealed or expunged case.
  - Fill out the **Year** your case was sealed or expunged;
  - Select **Offense** from the drop-down menu (if you are unsure of your specific offense, you may choose *Other*, *Unknown* and then provide a detailed **Explanation** describing the offense); and
  - Provide an **Explanation**. Note: An explanation is not required, unless *Other*, *Unknown* is selected as offense type.
- After you have filled in the **Year**, **Offense**, and **Explanation**, you must click the blue **Add** button to complete your reporting of that sealed or expunged case.
- Repeat this process for each new sealed or expunged case.

### Since you last applied, have you received discipline against any professional certificate, license, registration, or permit that you hold or have held in Ohio or any other state or place?

- Click **Yes** if you have had any professional license, certificate, registration, or permit discipline, including letters of admonishment, reprimands, voluntary surrenders, suspensions, limitations, revocations, denials, disciplinary settlement agreements (consent agreements), or any other disciplinary actions **that are new since you last applied**.

- If you click **Yes**, you will be directed to provide full details of your professional license discipline:
  - Fill out the **Year** of your discipline;
  - Fill out the **State and Agency** where the discipline was from (example: State Board of Education of Ohio or Kentucky Board of Nursing);
  - Select the **Discipline Type** from the drop-down menu (if you are unsure of your specific Discipline Type, you may choose *Any Other Disciplinary Actions* and then provide a detailed **Explanation** describing the disciplinary action); and
  - Provide an **Explanation** of the disciplinary action. Note: An explanation is not required, unless *Any Other Disciplinary Actions* is selected as Discipline Type.
- After you have filled in the **Year, State/Agency, Discipline Type, and Explanation**, you must click the blue **Add** button to complete your reporting of that professional license discipline.
- Repeat this process for each new professional license discipline.

## CRIMINAL HISTORY AND PRIOR LICENSURE DISCIPLINE ERROR MESSAGES

If you improperly fill out any of the required sections above, you will receive an error message when trying to submit your application. Below are some common errors and instructions for how to resolve them.

- **Leaving the Explanation Box Blank.** If you select one of the **Other** categories for offense or discipline type, you are required to complete the **Explanation** box. You will receive an error message when you click the blue **Add** button until you complete this step.
- **Forgetting to Click the Add Button.** If you do not click the blue **Add** button when you have finished filling out the appropriate conviction, pending criminal case diversion, sealed/expunged case, or license discipline, you will see the **Offense Was Not Added** error message. You must click the blue **Add** button to add your entered offense to the list.

## UPDATE CORE ACCOUNT

- Step 1.** To update your information in your CORE account, go to the [OHID log in page](#) to log in to your OHID account. Click the **My Apps** tab in the blue ribbon at the top of your OHID account page and then open the **Educator Licensure and Records (CORE)** app. Note: You may need to click **Launch** to open Educator Licensure and Records (CORE).
- Step 2.** Click **My Profile** in the red ribbon at the top right of the screen on your CORE Dashboard.
- Step 3.** Update your information (address, phone, or email) by clicking the edit icon.
  - Click **Edit** in the section that needs updated and make the necessary changes in the pop-up box. Then click **Save**.
  - Click **Return to Page** when you are finished updating your information.
  - Click **Go back to Dashboard** to return to your CORE Dashboard.

## NAME CHANGE

Please follow the directions below to change the name that appears on your educator license or permit. Please note that the name on your educator license must match the name on your current, valid Ohio driver's license or state ID card. If your driver's license or state ID card reflects a different name, you must first update your state ID at the Bureau of Motor Vehicles. The process to change your name in CORE and your OHID account will not work if your name does not match what appears on your driver's license or state ID card.

Note that updating your name is a two-part process.

### Part 1. Update your name in CORE.

- Go to the [OHID log in page](#) to log in to your OHID account.
- Under **My Apps**, click **Educator Licensure and Records (CORE)**.
- At the top of the screen, you will see Welcome and then your name.
- Click your name. The screen will show the contact information for your CORE account.
- Click **Manage Name**. A warning will be displayed.
- Click **Change Name** to proceed.
- Enter your Ohio driver's license or state ID number. If you do not have an Ohio driver's license or state of Ohio ID card, select **click here** to upload a scanned copy of your identification card.
- Enter your first name, middle name and last name. Please note, this information must match exactly as it appears on your current Ohio driver's license or state ID card.
- Click **Save**. Your updated information should now be displayed.

### Part 2. Update your name in your OHID account.

- After completing the directions above, click the blue **LOGOUT** button in the upper right of **MY HOME PAGE**.
- Log in to your [OHID My Apps](#) and click **Account Settings**. If you are completing this action from a mobile phone, click **Menu** to find **Account Settings**.
- Click **Personal information**.
- Click **Edit** next to **Full legal name**. Update your profile name to match what you entered in your CORE profile.
- Double-check the information is correct and click **Submit**.
- Sign out and close all browser windows.
- Log back in.

Logging out and logging back in is essential for allowing the system to update your profile. You may verify your updated information by viewing your CORE profile and your OHID profile. You may also print a revised copy of your active license or permit reflecting your name change under **My Credentials** from your CORE Dashboard.

If you encounter any error messages during this process, please email [Contact.Center@SBOE.Ohio.gov](mailto:Contact.Center@SBOE.Ohio.gov) with the error message and a summary of what you are trying to accomplish.

## CONTACT INFORMATION

### OHID ACCOUNT HELP

If you are unable to log in to your OHID account, please review the [OHID Help Center webpage](#). You may also email [OIT.CustomerSupport@DAS.Ohio.gov](mailto:OIT.CustomerSupport@DAS.Ohio.gov) for assistance.

### OHID PASSWORD HELP

Click *Forgot your OHID username or password?* on the [OHID login page](#). Do not set up a second OHID account. You may also visit the [OHID Help Center](#) for assistance.

### CORE HELP

For questions about submitting a licensure application or assistance with your CORE Dashboard, please email [Contact.Center@SBOE.Ohio.gov](mailto:Contact.Center@SBOE.Ohio.gov) or call 855-983-4868. To streamline the process and assist you quickly, please select only ONE mode of contact (email or phone). Be sure to include your Educator State ID number with your email. Before calling, log in to your OHID account so the representative can provide better service to you regarding your application.

### OFFICE OF PROFESSIONAL CONDUCT

Please email [Educator.Conduct@SBOE.Ohio.gov](mailto:Educator.Conduct@SBOE.Ohio.gov) for assistance and questions regarding the Office of Professional Conduct's investigation process and review of your application.

## APPENDIX A

### RENEWING PROFESSIONAL LICENSE

**Please note: The information provided is intended for substitute teachers with a Professional License. If you are employed by a district or the ESC, please consult your LPDC before beginning the renewal process.**

- Step 1.** To begin, complete above Steps 1-3 under **Applications for Renewal**.
- Step 2.** From your CORE Dashboard under **My Credentials**, select the **Action** button next to your previously issued credential and select the appropriate action from the dropdown menu, such as **Advance, Align, Renew, or Transition**.
- Step 3.** For those renewing a teaching license, you will need to indicate how you met renewal eligibility requirements if you are renewing a professional administrator, educator or pupil services license. If you are employed in an Ohio school or district and renewing through your Local Professional Development Committee (LPDC), for example, you will indicate that in the application under the **Renewal Eligibility** section of the application.

Substitute Teachers renewing a Professional License need six semester hours of coursework related to classroom teaching or area of licensure from an accredited two-year or four-year institution of higher education completed after the last issue date of the expiring license. Educators must complete all renewal coursework and submit their renewal application prior to October 1 of the expiration year of the license to be renewed, or the renewal requirement increases to nine semester hours.

Please note that the Department DOES NOT pre-approve coursework. Renewal requirements are in place to keep educators abreast of best practices in the field and the latest research findings. Classroom dynamics change constantly, and continuing education helps teachers find new ways to reach students and help them succeed. All coursework must lead to new knowledge in the P-12 classroom and be related to student success, wellness or achievement. Renewal coursework must be relevant to classroom teaching or area of licensure. The Department will also consider coursework completed for an additional P-12 licensure area for renewal of an expiring license. Courses which provide credit for completing routine teaching duties and responsibilities and courses in which the curriculum is selected by the educator rather than the university will not be accepted, even if reflected on an official transcript from an accredited.

For more information, visit ODE's website at <https://sboe.ohio.gov/educator-licensure/renew-a-license/renew-an-advanced-associate-or-professional-license>.

- Step 4a.** Upload any documents required for the licensure application, such as official university transcripts, military ID and so on, under the **Documents** section of the application. You may also view previously submitted documents in your account by clicking **View** next to the document. Click **Upload Documents** to begin the process of uploading your documents.
- Step 4b.** Select the type of document you are uploading from the drop-down menu under **Document Type (Transcript, for example)**. Then click **Browse** to locate the document on your computer.

- Step 4c.** Select your document and click **Upload**. You will then see your uploaded document under **Application Documents**. You may view or delete the document before proceeding with the rest of the application.
- Step 5a.** After you have answered all the questions and uploaded your documents (if required), click **Yes** in the **Applicant Signature** section to electronically sign your application.
- Step 5b.** If you are ready to submit your application, click **Pay and Submit Application**. If you are not ready to submit your application, you may click **Return to Dashboard or Save and Exit (Without Submitting)**.

You may reopen your application later to finish and submit by clicking the Action drop down next to the application you initiated under My Application Status on your CORE Dashboard.

If you clicked **Pay and Submit Application**, you will proceed to the payment section of your application. Please go to the **Application Payment** section of this manual for instructions.

## APPENDIX B

### PROCEDURES FOR INTERNATIONAL CREDENTIALS

Candidates who completed college or university coursework or teacher preparation programs through an institution outside the United States are required to obtain a course-by-course analysis from an Ohio State Board of Education approved credential evaluation service. The State Board of Education will only accept credential evaluations from the institutions listed below. The addresses listed below are for mailing purposes only. Applicants must contact the credential evaluation service provider for document drop off information.

American Education Research Corporation, Inc. (AERC)  
382 East Rowland Street  
Covina, CA 91723-3154  
626-339-4404  
Email: [aerc@verizon.net](mailto:aerc@verizon.net)

Academic & Credential Records Evaluation & Verification  
Services (ACREVS)  
8216 Princeton Glendale Road, #230  
West Chester, OH 45069-1675  
OR  
1776 Clear Lake Avenue  
Milpitas, CA 95035-7014  
866-583-4834  
[www.acrevs.com](http://www.acrevs.com)  
Email: [info@acrevs.com](mailto:info@acrevs.com)

Educational Credential Evaluators, Inc.  
101 W. Pleasant Street, Suite 200  
Milwaukee, WI 53212-3963  
414-289-3400  
[www.ece.org](http://www.ece.org)  
Email: [institutionsupport@ece.org](mailto:institutionsupport@ece.org)

Educational Perspectives  
P.O. Box A3462  
Chicago, IL 60690-3462  
312-421-9300  
[www.edperspective.org](http://www.edperspective.org)  
Email: [info@edperspective.org](mailto:info@edperspective.org)

Educational Records Evaluation Services (ERES)  
2480 Hilbron Road, Suite 106  
Fairfield, CA 94534  
707-759-2866  
[www.eres.com](http://www.eres.com)  
Email: [edu@eres.com](mailto:edu@eres.com)

Foundation for International Services, Inc. (FIS)  
505 Fifth Avenue South, Suite 101  
Edmonds, WA 98020  
425-248-2255  
[www.fis-web.com](http://www.fis-web.com)  
Email: [info@fis-web.com](mailto:info@fis-web.com)

Globe Language Services  
305 Broadway, Suite 401  
New York, NY 10007-3626  
212-227-1994  
[www.globelanguage.com](http://www.globelanguage.com)  
Email: [info@globelanguage.com](mailto:info@globelanguage.com)

Institute of Foreign Credential Services (IFCS)  
6 Cedar Street  
Dobbs Ferry, NY 10522  
914-693-2840  
[www.ifcsevals.com](http://www.ifcsevals.com)  
Email: [info@ifcsevals.com](mailto:info@ifcsevals.com)

International Education Research Foundation, Inc.  
10736 Jefferson Blvd., #532  
Culver City, CA 90230  
310-258-9451  
[www.ierf.org](http://www.ierf.org)  
Email: [info@ierf.org](mailto:info@ierf.org)

Josef Silny and Associates  
7101 SW 102 Avenue  
Miami, FL 33173  
305-273-1616  
[www.jsilny.com](http://www.jsilny.com)  
Email: [info@jsilny.org](mailto:info@jsilny.org)

Scholaro Inc.  
29 E Madison Street, Suite 1005  
Chicago, IL 60602  
312-373-0952  
[www.scholaro.com](http://www.scholaro.com)  
Email: [support@scholaro.com](mailto:support@scholaro.com)

The Evaluation Company  
450 7th Avenue, Suite 804  
New York, NY 10123  
646-475-2570  
[www.spantran.com/OhioDoE](http://www.spantran.com/OhioDoE)  
Email: [docs@evalcompany.com](mailto:docs@evalcompany.com)

World Education Services (WES)  
P.O. Box 5087, Bowling Green Station  
New York, NY 10274-5087  
800-361-3106  
[www.wes.org](http://www.wes.org)  
Email: [docs@evalcompany.com](mailto:docs@evalcompany.com)