Online ODE License-Certification Renewal

Beginning January 2014 – all licensure renewal applications must be completed online. The LPDC would prefer that the online process be used immediately; however, the LPDC will still accept paper copies of license-certificate applications and checks until January 2014.

This online system enables ESCs, school districts and schools to request new LPDC registrations, and to update LPDC address and staffing information. The LPDC data will update the ODE OEDS-R system and contribute to ODE’s planned transition to more automated and efficient processing of educator licensure renewals.

You can get ready for your next renewal by following the steps below to get your SAFE account. As of January 1st, you can no longer renew a license without it. Please follow the steps below from the ODE Link below.

http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Additional-Information/My-Educator-Profile

My Educator Profile Help

The My Educator Profile tool allows users to apply for new and renewal licenses online. The process also provides a secure environment for educators to update their demographic data and pay licensure fees online using a credit card.

Sign in Using SAFE

- Create a SAFE account
- Sign in to SAFE

What You Can Do With My Educator Profile?

FOR EDUCATORS

- Apply for a new license
- Renew an existing license
- Advance an existing license
- Transition an existing license
- Reprint a license
- Correct the Name on a license
- Pay all Licensure fees with a credit card
- Update demographic information
- Check on the status of your licensure application
- Find your organization’s e-signers
SAFE Account Sign Up

1) http://education.ohio.gov/
2) Click on SAFE
3) Sign up for an account
4) Go through all 6 steps
Steps for Renewal

5)  [https://safe.ode.state.oh.us/portal](https://safe.ode.state.oh.us/portal)

6)  Click on ODE-CORE

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7)  Click on My Educator Profile and My Applications

ODE Connected Ohio Recor
8) Click On New Credential Application

9) Click on the correct tab and follow the steps

10) Select year, Mail to Address, and click on the magnifying glass
11) Enter IRN Number (043794) and select Cleveland Heights-University Heights City
12) Teachers use LPDC IRN Number (014305) and select Cleveland Heights-University Heights LPDC

13) Fill in the remainder of the information click Save Application and Done

14) Pay and submit