

## TO RENEW OR ADVANCE YOUR LICENSE

As of January 1, 2014, all license applications will be submitted on line. You will find this an easy process and very quick. Your LPDC is still charged with the approval of your application. Here is how the application process will work:

1. Make an appointment through Desiree Subsara at 419-332-6454
2. Get your fingerprints taken
3. Log In to your SAFE account at the ODE website, [education.ohio.gov](http://education.ohio.gov)  
(If you do not have a SAFE account, create one.)
4. Click on ODE.CORE
5. Click on the My Educator Profile apple and check your information
6. In the drop down menu under My Educator Profile go to My Credentials, and see your current license

Click on the Action dropdown next to the credential to be renewed. Select the correct Effective Year for the renewal. Then click on the button 'Add Renew Request'. Select the Effective Year.

The Background Checks and Signatures page will be displayed. Answer all of the background check and legal questions with either a Yes or No. If any legal question is answered as 'Yes', then the explanation box will be opened and you must enter an explanation for your answer. Check the 'Applicant Signature' box to certify that all of the questions are answered truthfully and to verify your signature.

An LPDC signature is required for this application, so the 'Signature' box will be displayed. To find the appropriate organization, click the Search icon to open the Search Organization dialog box. Enter the IRN number 013658. You then should see Fremont City Schools LPDC appear.

The application will then ask you to submit any documents necessary. **YOU DO NOT HAVE ANY** as long as you are going through the LPDC.

Click on 'Submit' to submit the application. To cancel out and not submit, click on 'Cancel'. Any errors in the application will appear in red at the top of the screen. These must be corrected for a successful submission. If the application was submitted successfully, the 'My Account' screen will be displayed for payment. (See Section titled 'My Account' for detailed instructions

on how to enter online payments.) However, before any of us will approve your application request, you must come to an LPDC meeting (like always) to submit your semester hours and/or CEU's for our approval. This process will be the same as we have been doing in past years. You will need to call Desiree Subsara for an appointment. She will email you about two weeks ahead of time to remind you of your appointment and give you your fingerprint information. Keep this information in your "cushy" notebook so you have it when you are ready to apply for your new license.