

# CORE Applicant User Manual

March 2022



**OFFICE OF EDUCATOR LICENSURE**

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## Create an OH|ID Account

Access to the Ohio Department of Education’s Connected Ohio Records for Educators (CORE) system is available through the Department’s OH|ID portal. The OH|ID portal is an identity solution from the InnovateOhio Platform. The goal of OH|ID is to create one simple and secure location for all Ohio citizens to access information and conduct business with the State of Ohio. Through OH|ID, Ohio Department of Education users can access Department of Education and other statewide applications in a more secure, streamlined way.

**Users must create an OH|ID account and a Department of Education Profile to access the CORE system and submit applications for licensure.** Begin by navigating to <https://ohid.ohio.gov/>. See also the [Help Logging In | OH|ID | Ohio's State Digital Identity Standard](#) for complete instructions to Create a New OHID Account.

### Step 1. Click Create OH|ID Account

The screenshot shows the OH|ID login page. At the top right, it says "An Official Site of Ohio.gov". The navigation bar includes "OH|ID", "SECURITY", "DEVELOPERS", "HELP", and "MANAGE OH|ID ACCOUNT". A user icon and search icon are on the right. The main content area has a dark blue background with the heading "Secure access to State of Ohio services". Below this, it says "OH|ID provides users with a more secure and private experience during online interactions with State of Ohio programs. Users with an OH|ID account can access multiple State applications by only entering their username and password once." A button labeled "Create OH|ID Account" is highlighted with an orange arrow. To the right is a white login form with fields for "User ID" and "Password", each with a "FORGOT YOUR USER ID?" and "FORGOT PASSWORD?" link. A "Log In" button and a "Get login help" link are at the bottom of the form. Below the main heading are three icons representing user experience, cost reduction, and security. Each icon has a corresponding title and a paragraph of text describing the benefit.

(Figure 1 OH|ID Login Page)

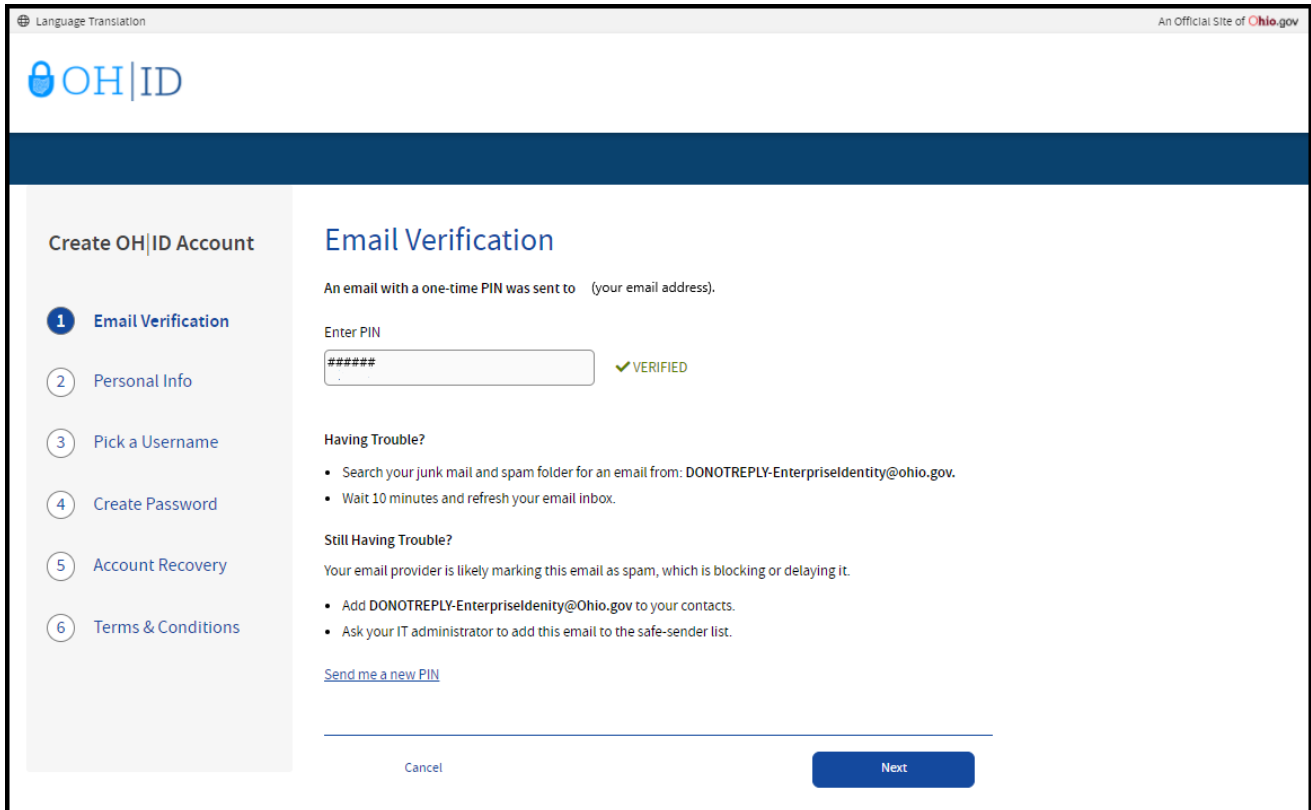
**Step 2.** Enter your email address and click **Send PIN** to have a one-time only PIN sent to the email you provided for verification.

The screenshot shows the 'Email Verification' step of the OH|ID account creation process. On the left, a sidebar titled 'Create OH|ID Account' lists six steps: 1. Email Verification (highlighted), 2. Personal Info, 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Email Verification' and contains the following text: 'With one OH|ID account, you can sign in to multiple State of Ohio agency systems more securely. You need an active email address to create an OH|ID account. Need to create one? Companies such as [Google](#), [Microsoft](#), [AOL](#), and [Yahoo](#) offer free email accounts. We need to verify the email address you want to use for your OH|ID account. A one-time PIN will be emailed to the email address you provide below.' Below this text are two input fields: 'Email Address' and 'Confirm Email Address'. At the bottom of the form area are two buttons: 'Cancel' and 'Send PIN'. A privacy notice at the bottom states: 'Keeping Your Information Safe. OH|ID respects your privacy. All the data we collect is to give you a better and more secure service. OH|ID does not lease, sell, or release your information to private companies, contractors, or vendors for any purpose.'

(Figure 2 Create OH|ID Account Email Verification)

**Step 3.** Enter the PIN you received in the next window and click **Verify**. If you did not receive an email, check your junk and spam folders. The system-generated email usually arrives within a few seconds but may take up to several minutes. If necessary, click **Send me a new PIN** to invalidate the previous PIN and send a new one to your email.

Once your email is verified, click **Next**.



(Figure 3 Create OH|ID Account Email Verification PIN)

**Step 4.** Enter your personal information and click **Next**.

The screenshot shows the 'Personal Info' step of the OH|ID account creation process. On the left, a sidebar titled 'Create OH|ID Account' lists six steps: 1. Email Verification (checked), 2. Personal Info (highlighted), 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Personal Info' and contains four input fields: 'Legal First Name', 'Legal Last Name', 'Date of Birth' (with a placeholder 'mm/dd/yyyy'), and 'Last 4 digits of SSN (optional)'. Below the 'Date of Birth' field is a note: 'Be sure to use your real date of birth, you may need it for account recovery later.' At the bottom, there are 'Cancel' and 'Next' buttons.

(Figure 4 Create OH|ID Account Personal Information)

**Step 5.** Create a username for your OH|ID account and click **Next**.

The screenshot shows a web browser window with the OH|ID logo and a navigation menu on the left. The main content area is titled 'Pick a Username' and includes 'Username Requirements' (6-64 characters, no special characters at start/end, no only numbers, only . \_ - or @), a 'Username' input field, and 'Cancel' and 'Next' buttons.

(Figure 5 Create OH|ID Account Pick Username)

**Step 6.** Create a password for your OH|ID account and click **Next**.

The screenshot shows the 'Create Password' step of the OH|ID account creation process. At the top left, there is a 'Language Translation' link and the OH|ID logo. A left-hand navigation menu is titled 'Create OH|ID Account' and contains six items: 'Email Verification', 'Personal Info', 'Pick a Username', 'Create Password' (highlighted with a blue circle and the number 4), 'Account Recovery', and 'Terms & Conditions'. The main content area is titled 'Create Password' and lists 'Password Requirements':

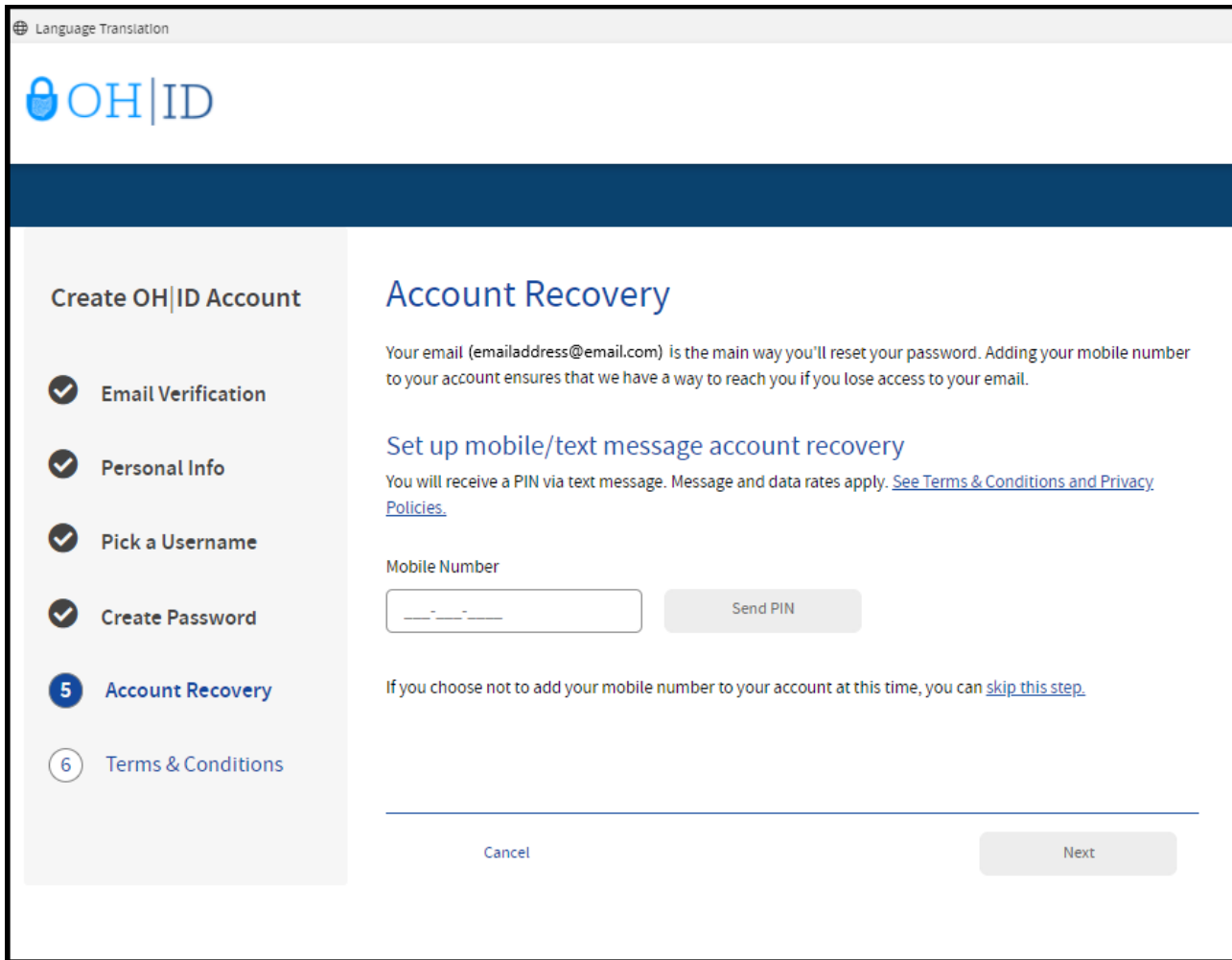
- Must have at least 8 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
  - Upper case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (!\$#,%@~^&\*~\_+><(){}[]%";:|/?)
- Cannot include your first name, last name, username, or OH|ID
  - Example: If your name or username is John Smith, your password cannot contain "John" or "Smith"

Below the requirements are two input fields: 'Password' and 'Confirm Password'. At the bottom of the form, there are two buttons: 'Cancel' and 'Next'.

(Figure 6 Create OH|ID Account Password)



**Step 7.** (Optional) Enter your mobile phone number to set up your mobile/text account recovery method for your OH|ID account and click **Next**.



(Figure 7 OH|ID Account Recovery)

You will receive a text message with a PIN. Enter the PIN in the next OH|ID Account Recovery screen and click **Verify**. Once it is verified, click **Next**.

**Step 8.** Agree to the terms and conditions of your OH|ID account and answer the prompt to confirm you are not a robot. Click **Verify**. Then click **Create Account**.

Language Translation

**OH|ID**

**Create OH|ID Account**

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- ✓ Create Password
- ✓ Account Recovery
- 6** Terms & Conditions

## Terms & Conditions

In order to proceed with creating your account, you must agree to the following terms and conditions.

By clicking "I Agree" and creating an OH|ID account, you consent to use electronic signatures with the State of Ohio and receive communications in electronic form.

If you use this site, you are responsible for maintaining the confidentiality of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right, in the event of a violation of law or State of Ohio policy, or as a result of any suspicious activity occurring on your OH|ID account, to refuse service, terminate accounts, remove or edit content on [ohid.ohio.gov](http://ohid.ohio.gov), or cancel transactions related to your OH|ID account.

I Agree

### Confirm you are not a robot

What is forty six thousand and fifty eight as a number?

(Figure 8 OH|ID Terms & Conditions)

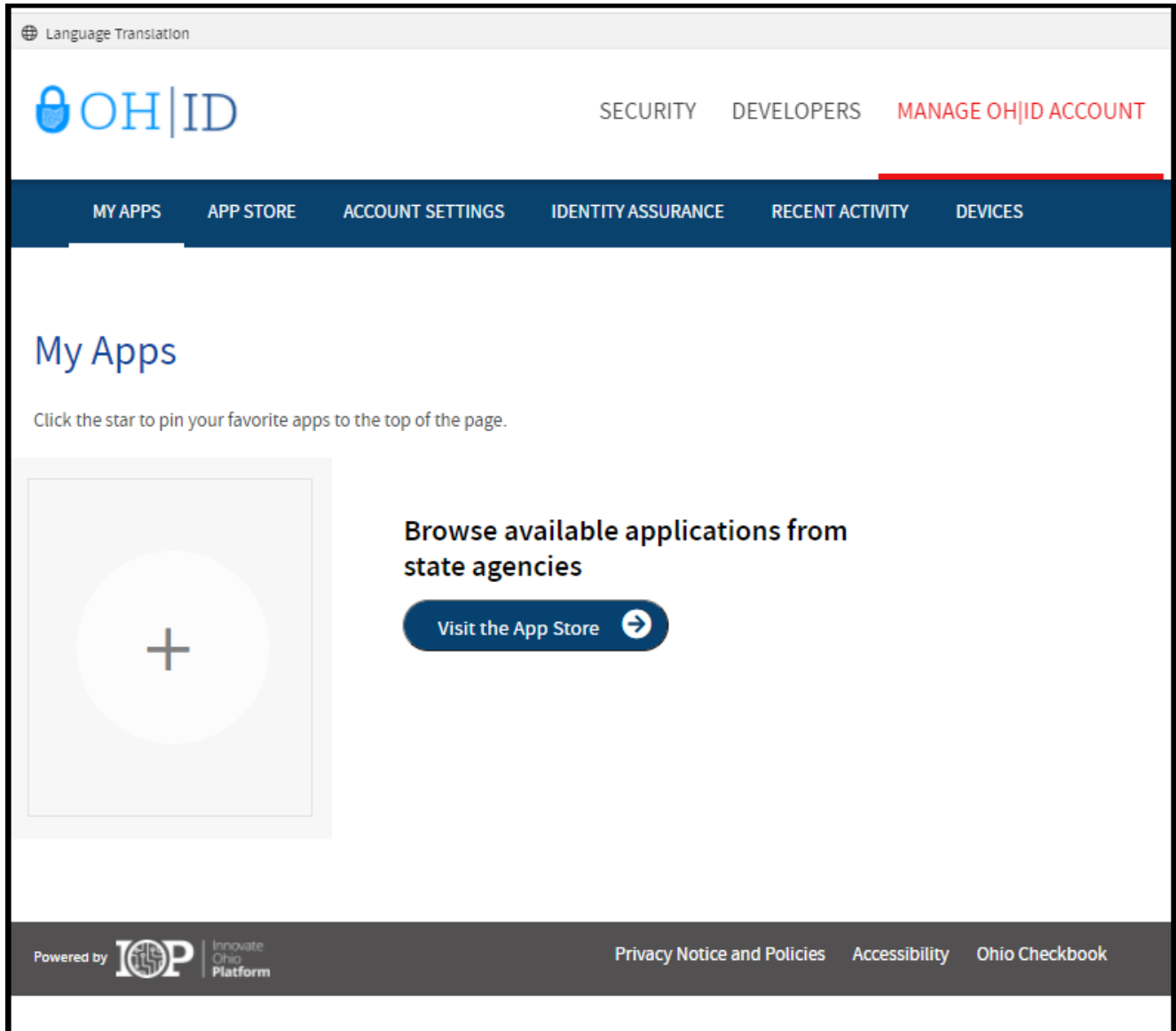
After you click **Create Account**, you will see a prompt to check the email address you provided when setting up your OH|ID account. Click **log in to OH|ID** to access your OH|ID account login screen. The username and password you created should already be filled in for you. If not, enter the information and click **Log in**.

Your next step is to create a Department of Education profile or link your new OH|ID account to your existing Department of Education profile. Please proceed to the **Department of Education Profile Setup** section of this manual for instructions.

## Department of Education Profile Setup

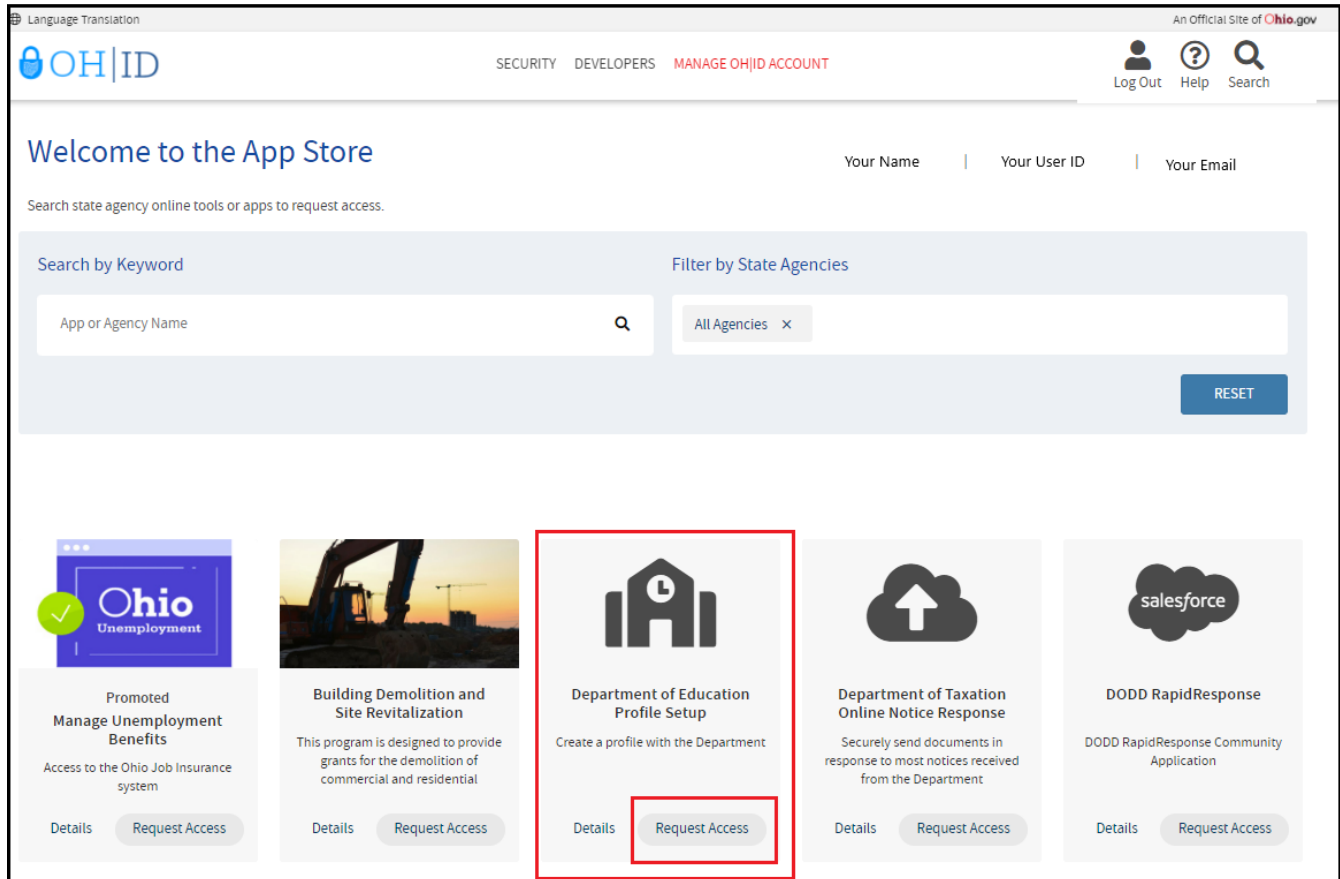
You will create your Department of Education profile (or link to your existing Department of Education profile) after setting up your OH|ID account. Go to <https://ohid.ohio.gov/> to log in to your OH|ID account. Then follow the directions below.

**Step 1. Click Visit the App Store.**



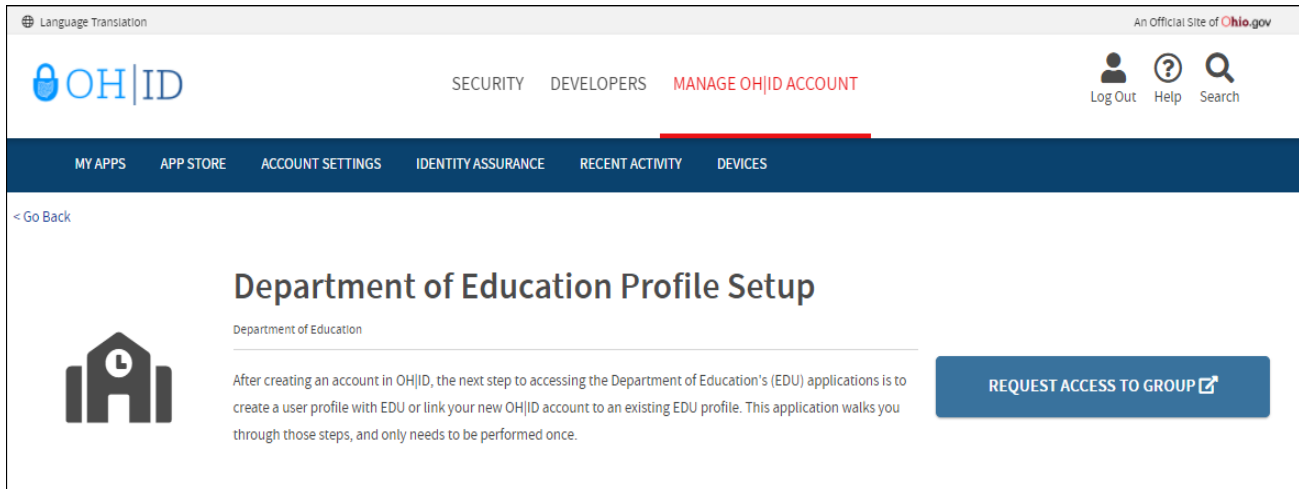
(Figure 9 OH|ID My Apps)

Step 2. Click **Request Access** in the **Department of Education Profile Setup** app tile.



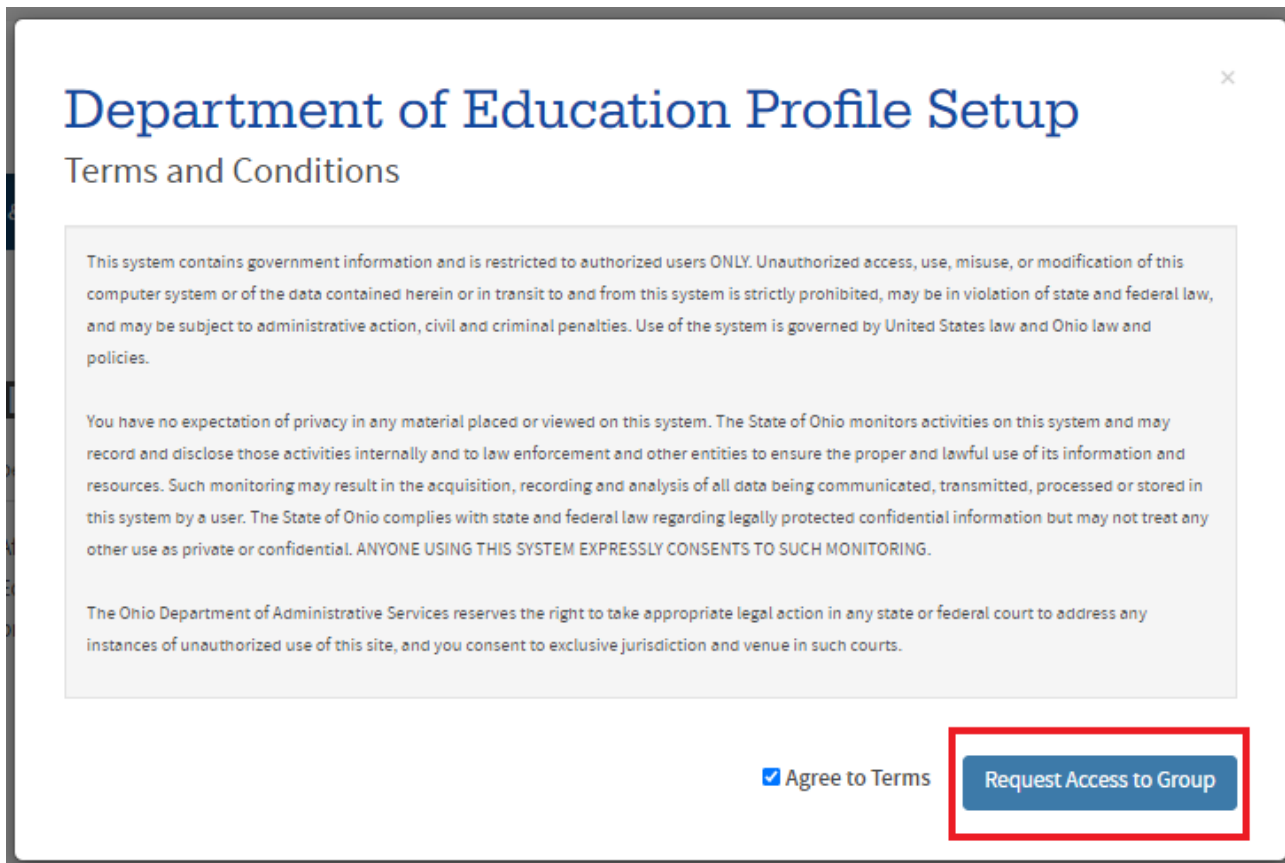
(Figure 10 OH|ID Apps Store)

**Step 3. Click Request Access to Group.**



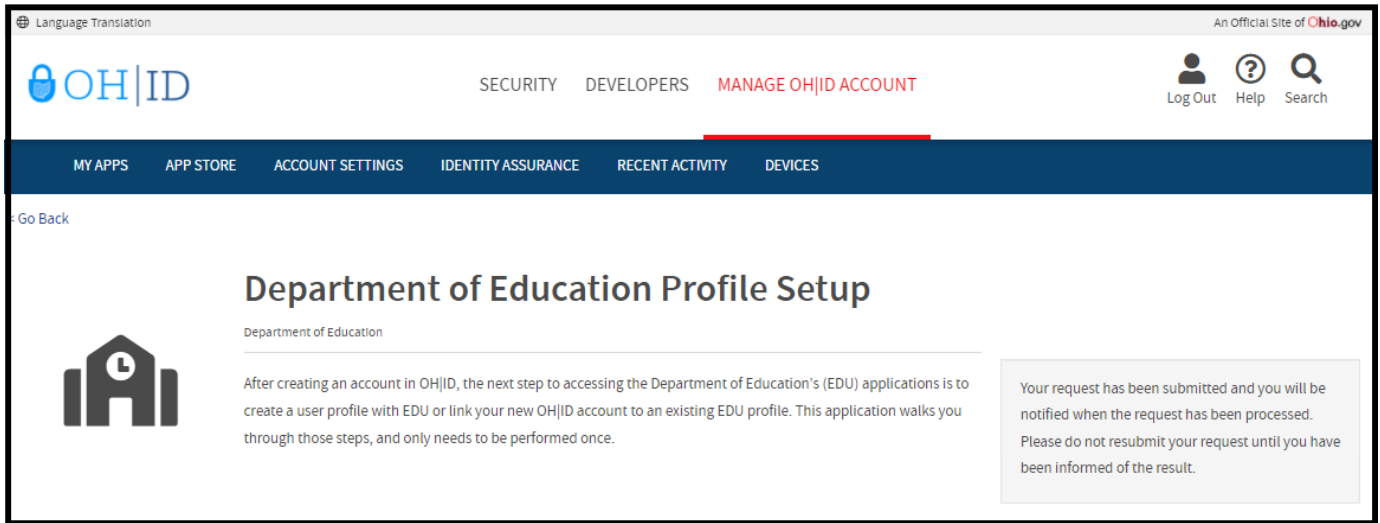
(Figure 11 Department of Education Profile Setup Request Access)

**Step 4. A pop-up will appear containing the Terms and Conditions. Check the box next to **Agree to Terms** and click **Request Access to Group** to proceed.**



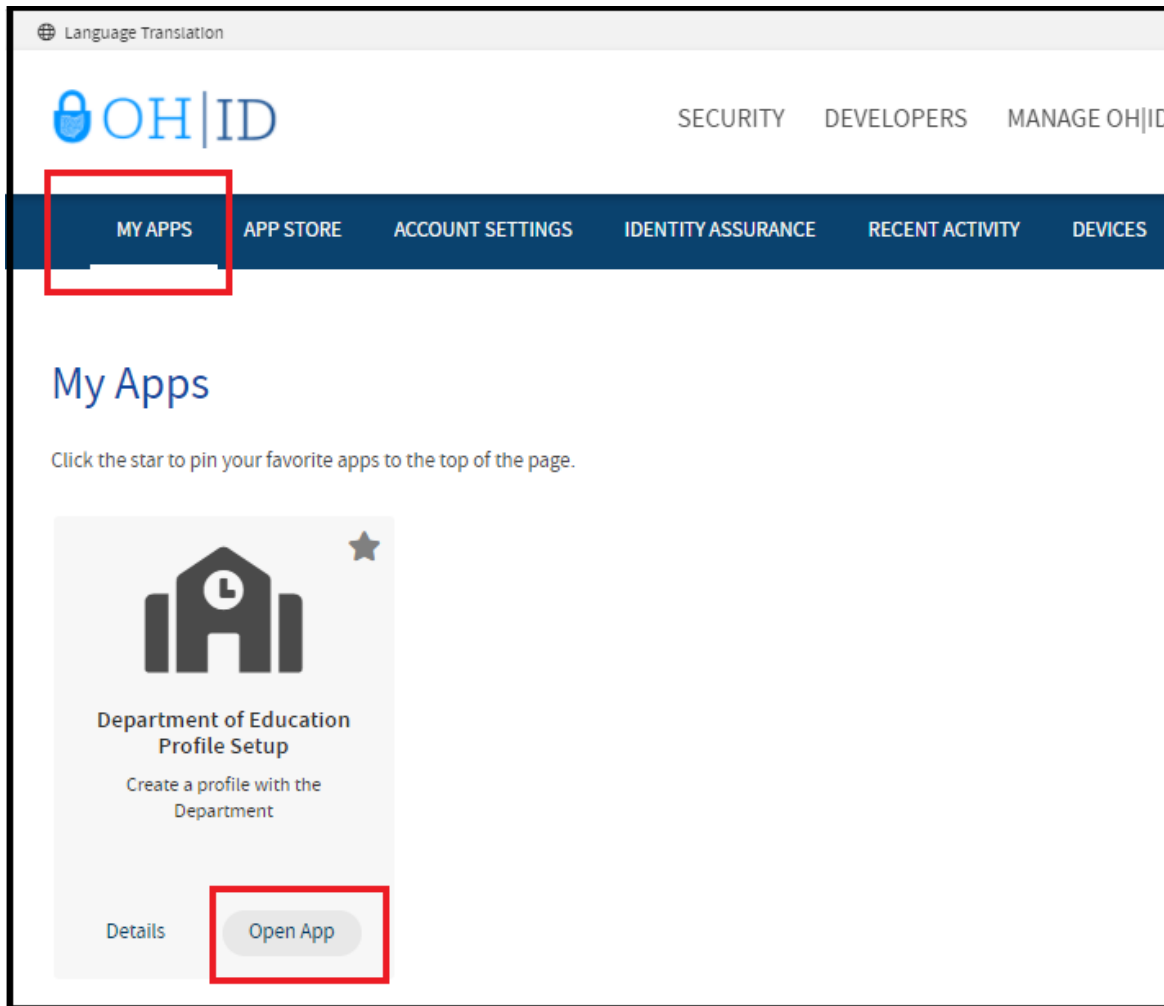
(Figure 12 Terms and Conditions)

You may receive notification that your request to access the Ohio Department of Education Profile has been submitted. Check the email you used when setting up your OH|ID account to verify your request has been granted.



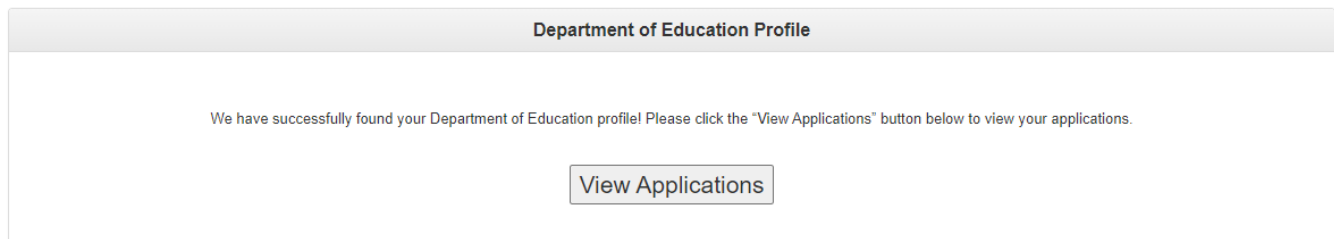
(Figure 13 Department of Education Profile Setup Request Submitted)

**Step 5.** Once you receive the email verifying your request has been granted, click **My Apps** on your OH|ID dashboard. Then click **Open App** in the Department of Education Profile Setup tile.



(Figure 14 Open Department of Education Profile Setup App)

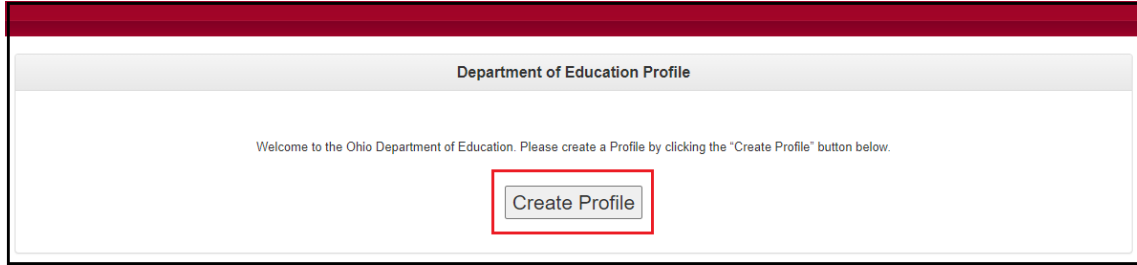
**Step 6a.** If a Department of Education profile is found, you will be prompted to view your Department of Education apps. Click **View Applications**.



(Figure 15 Department of Education Profile Found)

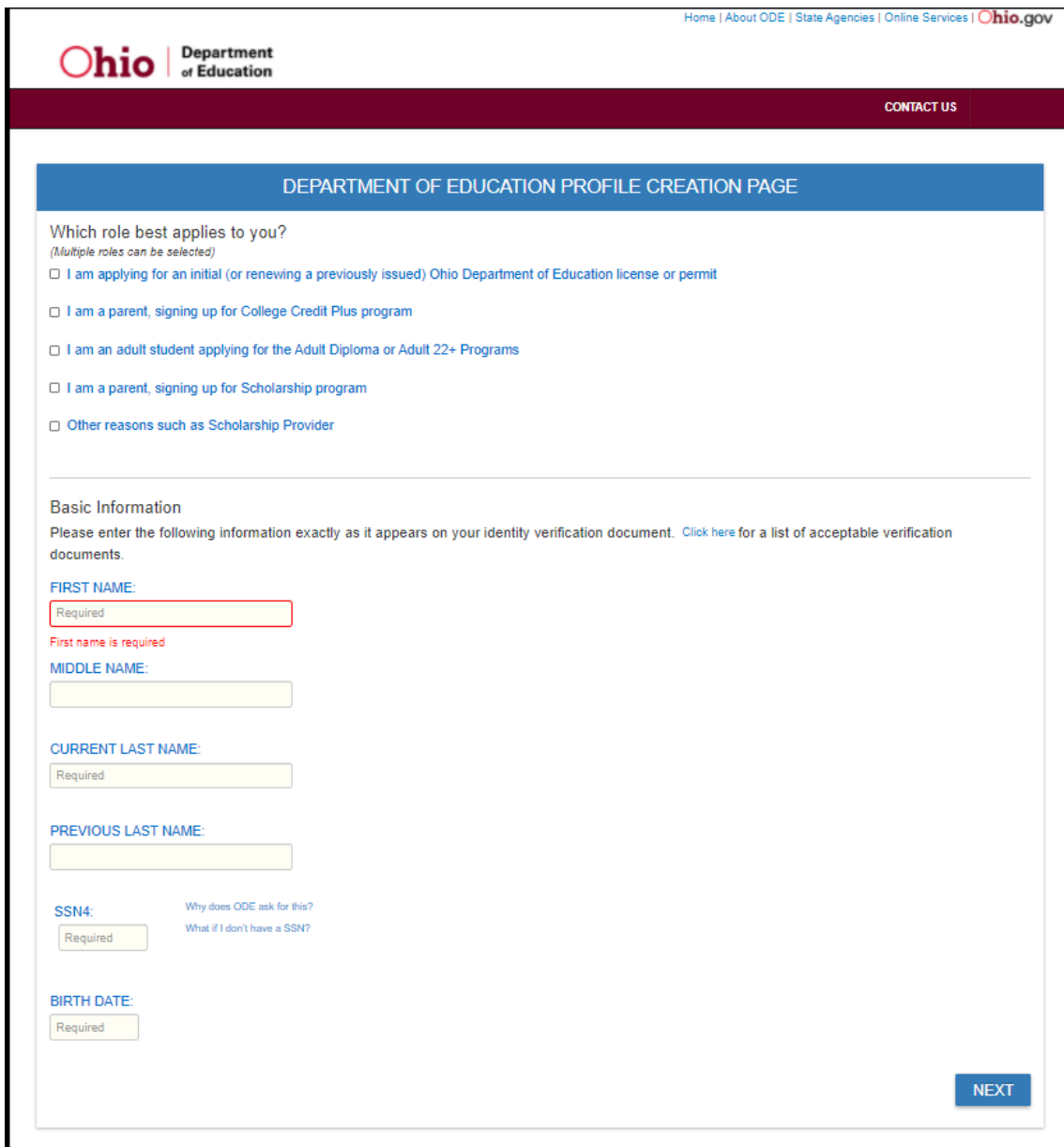
You are now ready to access the CORE system. Please proceed to the **Access the CORE System** section of this manual.

**Step 6b.** If a Department of Education profile is not found, click **Create Profile** to create your Department of Education Profile.



(Figure 16 Create Department of Education Profile)

**Step 7.** Complete the Department of Education Profile Creation Pages and click **Next** at the bottom of each page.



(Figure 17 Department of Education Profile Creation Page)



Home | About CDE | State Agencies | Online Services | Ohio.gov

Ohio | Department of Education

CONTACT US

### DEPARTMENT OF EDUCATION PROFILE CREATION PAGE

**Contact Information**

**Home - Physical Address**

ADDRESS LINE 1:  Required

ADDRESS LINE 2:

CITY:  Required

STATE:  [ Required ] ▼

ZIP:  Required

ZIP4:

PHONE NUMBER:  Required

**Home - Mailing Address**

IS MAILING SAME AS PHYSICAL?

ADDRESS LINE 1:

ADDRESS LINE 2:

CITY:

STATE:  ▼

ZIP:

ZIP4:

**Identity Verification Information**

OFFICE EMAIL ADDRESS:  Optional

CONFIRM OFFICE EMAIL ADDRESS:  Optional

HOME EMAIL ADDRESS:  Required

CONFIRM HOME EMAIL ADDRESS:  Required

OHIO DRIVER LICENSE OR STATE OF OHIO ID NUMBER:  or

[Click here for a list of acceptable verification documents.](#)

**Account Information**

I agree to Ohio Department of Education Terms of Service and Privacy Policy

(Figure 18 Department of Education Profile Creation Page)

**Step 8.** After you have completed the Department of Education Profile Creation pages, you will receive a validation code in a confirmation email. Enter the information requested, including the validation code, in the confirmation dialog box and click **Continue**. You are now ready to request an Educator State ID. Please proceed to the **Request an Educator State ID** section of this manual.

## Request an Educator State ID

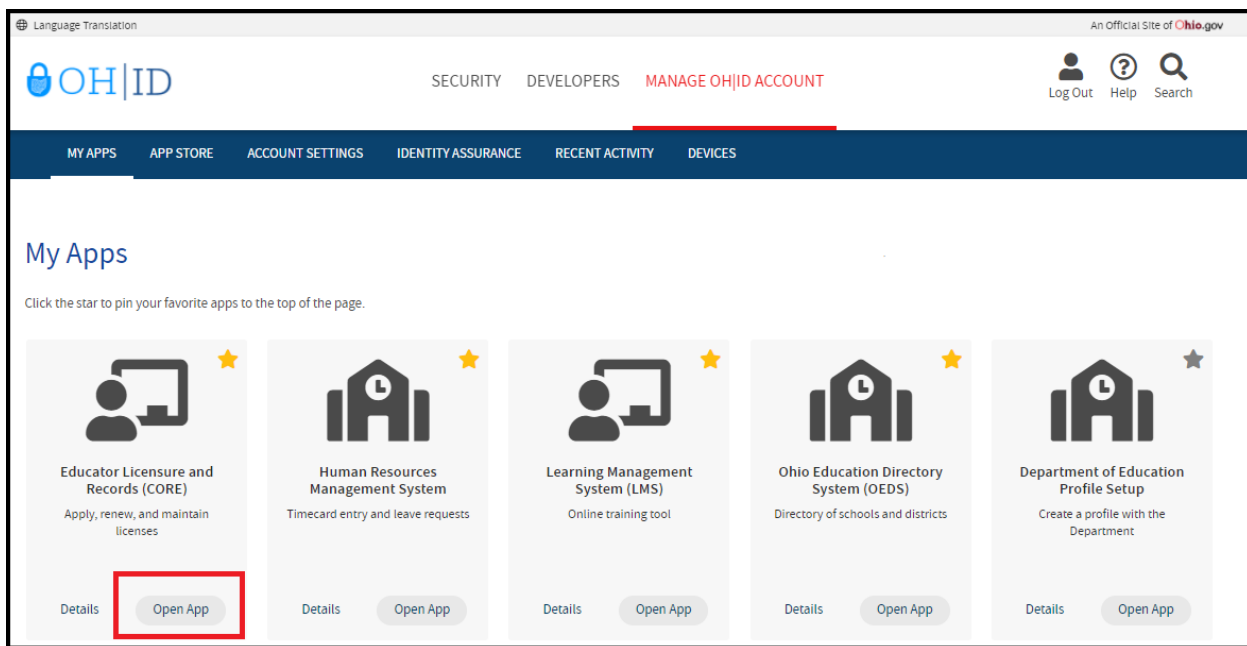
The Ohio Department of Education creates and assigns Educator State ID numbers to individuals for use in the CORE system. The Educator State ID is necessary to complete an application for licensure. Educator State IDs also help Department staff identify and eliminate the occurrence of duplicate records in the Department's database.

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

**Step 1.** First, you must have an OH|ID account and create a Department of Education Profile. If you have not completed these steps, please follow the instructions beginning in the **Create an OH|ID Account** section of this manual.

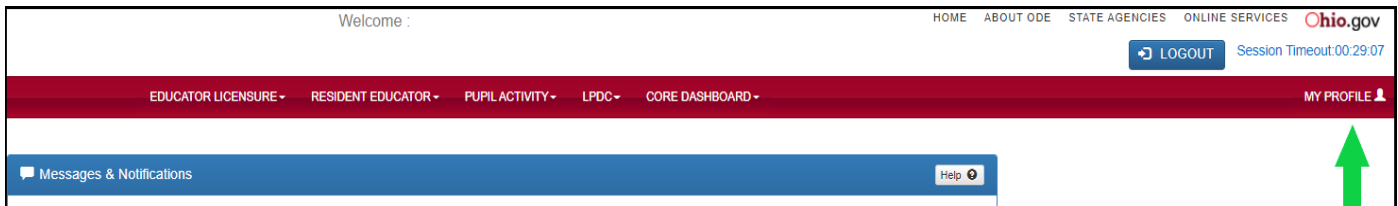
**Step 2.** After you have created an OH|ID account and Department of Education Profile, navigate to <https://ohid.ohio.gov/> and log in to your OH|ID account.

**Step 3.** Open the **Educator Licensure and Records (CORE)** app under **My Apps**.



(Figure 19 OH|ID My Apps)

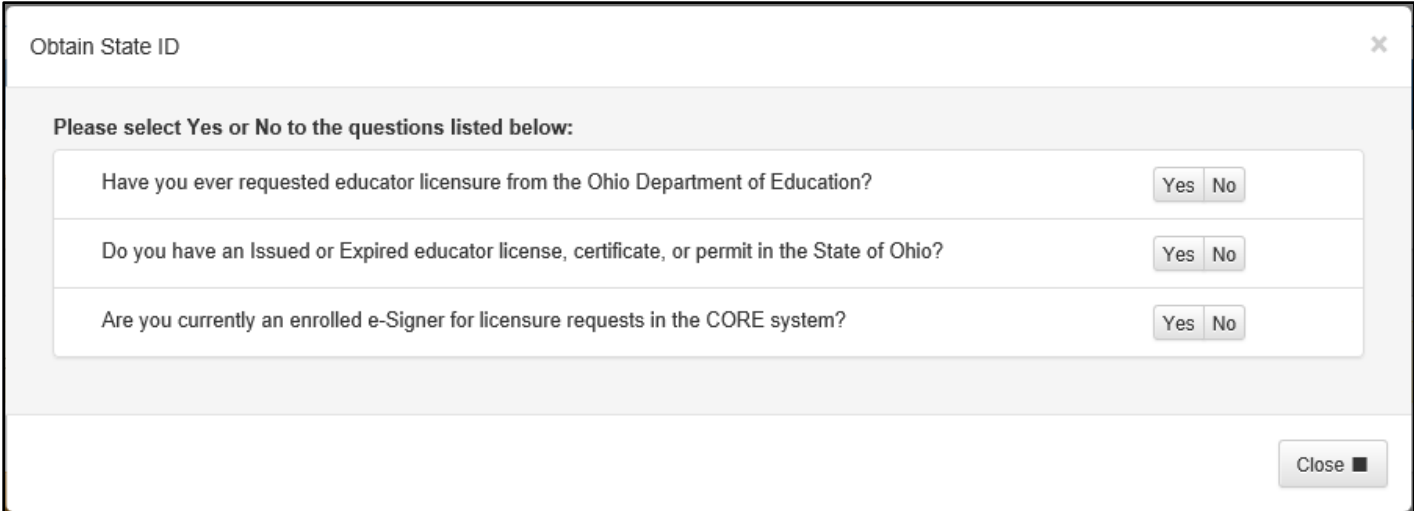
**Step 4.** Click **My Profile** in the red ribbon at the top of your CORE Dashboard.



(Figure 20 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**.

**Please note:** 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 Department's data system. **DO NOT click Obtain Educator State ID if you are a credentialed educator.** Please contact Educator Licensure Customer Support at [Educator.Licensure@education.ohio.gov](mailto:Educator.Licensure@education.ohio.gov) to correct the duplicate records.



Obtain State ID ×

Please select Yes or No to the questions listed below:

Have you ever requested educator licensure from the Ohio Department of Education?	Yes No
Do you have an Issued or Expired educator license, certificate, or permit in the State of Ohio?	Yes No
Are you currently an enrolled e-Signer for licensure requests in the CORE system?	Yes No

Close ■

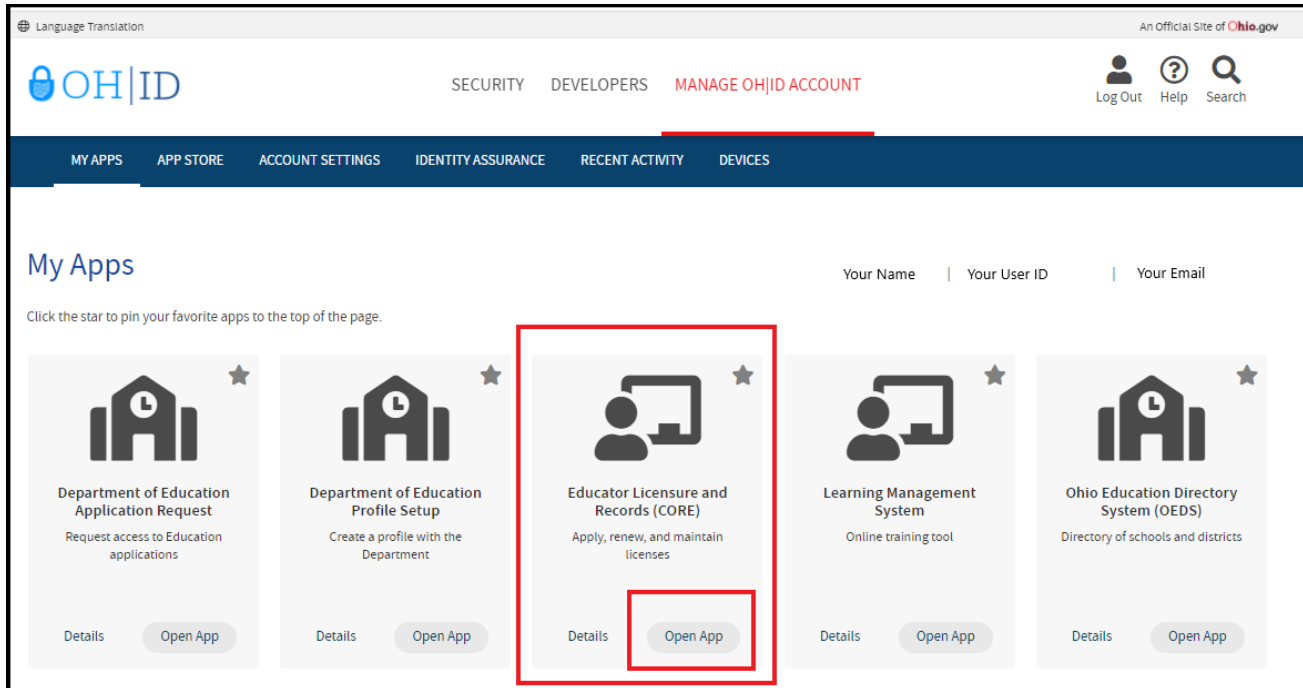
(Figure 21 Obtain State ID Pop-Up Box)

You are now ready to access your CORE Dashboard and submit an application for licensure. Please go to the **CORE Dashboard** section of this manual for important information regarding your CORE Dashboard.

## Access the CORE System

Once you have set up your OH|ID account and created your Department of Education profile, you may log in and access the CORE system.

Navigate to <https://ohid.ohio.gov/> and log in to your OH|ID account. Then click **Open App** in the Educator Licensure and Records (CORE) app to access your CORE Dashboard where you will complete your application requests.



(Figure 22 Educator Licensure and Records (CORE) App)

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 manual before continuing.

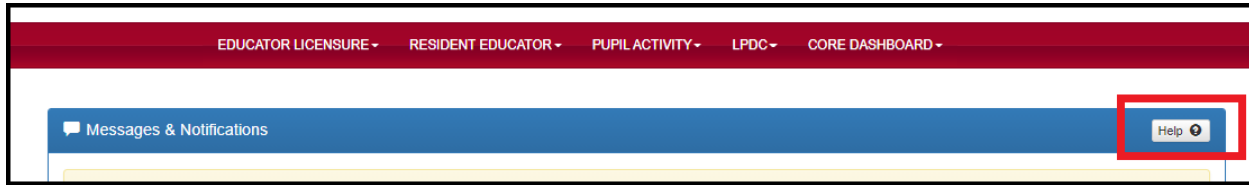
## CORE Dashboard

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 role(s).

### DASHBOARD FEATURES

- 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.



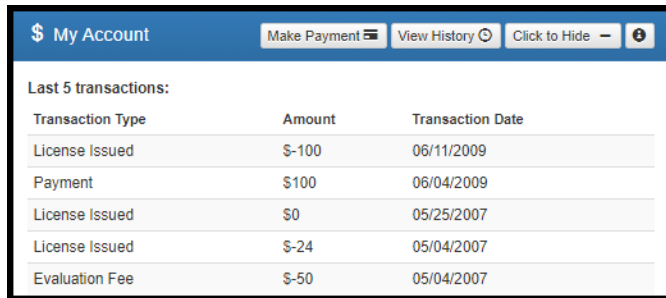
(Figure 23 Messages & Notifications Section of CORE Dashboard)

- My Credentials** displays your active and historical credential information. From this section, you may begin an application for a new license or renew, advance, align or transition currently held licenses. You also may download and print a copy of your active credential. NOTE: You must click **View History** to see a full list of your credential history.



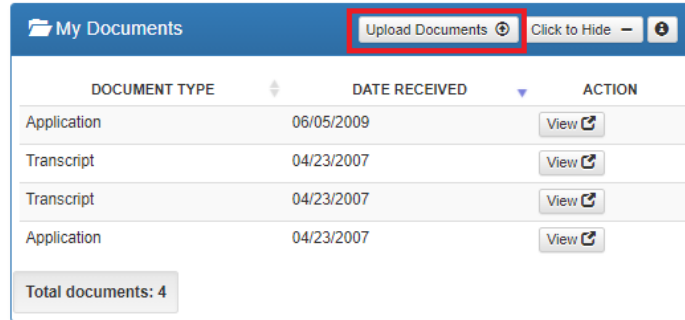
(Figure 24 My Credentials Section of CORE Dashboard)

- My Account** displays your payment history and current account balance. You may make a 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.



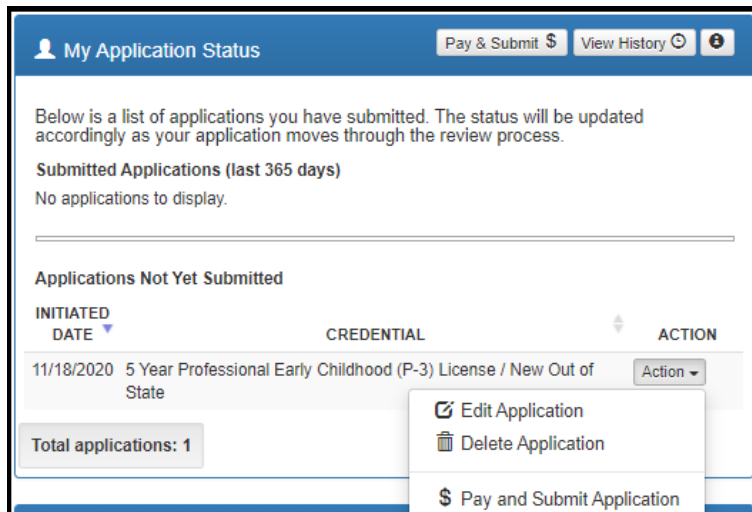
(Figure 25 My Account Section of CORE Dashboard)

- **My Documents** displays documents you have uploaded to your account. You may upload required transcripts and other documents by clicking **Upload Documents** and following the prompts.



(Figure 26 My Documents Section of CORE Dashboard)

- **High Performing Educator Summary** displays your eligibility criteria information for the consistently high-performing teacher designation.
- **My Application Status** displays the status of your application(s). You may check the status of an application you submitted or edit, delete or submit an application you began previously. 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 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 to have it declined.



(Figure 27 My Application Status Section of CORE Dashboard)

- **My Background Checks** displays the history of BCI and FBI background checks that have been reported to the Department of Education.
- **My Resident Educator Summary** allows Resident Educator and Alternative Resident Educator license holders to view their progress in the Resident Educator program and the results of any Resident Educator Summative Assessment scores.
- **Assessment Data** displays your licensure exams that have been reported to the Ohio Department of Education.

# Submit an Application for Licensure

## APPLICATION INFORMATION

During the application process you will be prompted to provide information related to your licensure request. All applications will include some basic questions regarding your Ohio residency, eligibility for the military fee waiver and criminal history. Additionally, you must electronically sign your application by selecting **Yes** in the **Applicant Signature** section. 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 or from an Ohio college or university, you must enter the Information Retrieval Number (IRN) provided by the organization or the name of the organization. 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 see the following instructions before uploading your transcripts.
  - The date your degree was awarded must be visible.
  - Include all pages of your transcript (front and back).
  - The registrar’s signature must be visible.
  - The transcript key or guide must be included.
  - Create one PDF file per university transcript (do not upload pages separately).
  - Upload transcripts from multiple universities separately (each transcript must be one PDF file).
  - Electronic transcripts may only be sent **directly from the issuing college or university** to [educator.licensure@education.ohio.gov](mailto:educator.licensure@education.ohio.gov).
  - Do not submit transcripts that will expire or are password protected or locked.
  - **International Credentials:** You must provide a course-by-course analysis from a Department approved international credential evaluation service for college coursework completed outside the United States. Please see the Department’s [list of approved organizations](#)
  - If you would prefer to mail your original, official transcripts, please use the following address:  
Ohio Department of Education  
Office of Educator Licensure  
25 S. Front Street  
Mail Stop 504  
Columbus, OH 43215
- **A Note About 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.

## APPLICATIONS FOR NEW LICENSES OR PERMITS (NOT FOR RENEWALS OR ADD AREAS)

You must have an OH|ID account, a Department of Education 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 OH|ID Account** section of this manual. Then complete the steps below to apply for a NEW license or permit.

**Step 1.** Navigate to <https://ohid.ohio.gov/> and log in to your OH|ID 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 in the pop-up box.
- Click **Save**.
- Click **Return to Page** when you are finished updating your information.
- Click **Go back to Dashboard** to return to your CORE Dashboard.

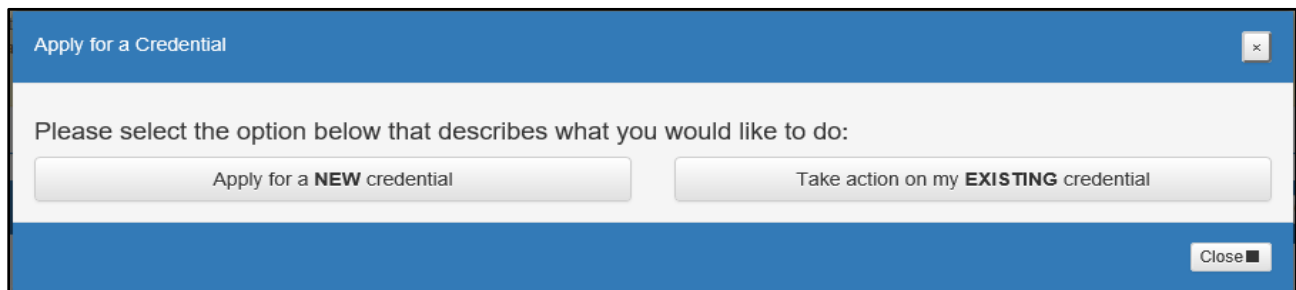
**PLEASE NOTE:** It is important to keep your information current. The Department uses the information in **My Profile** to contact applicants regarding their applications.

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



(Figure 28 My Credentials Section of 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 to your existing license.

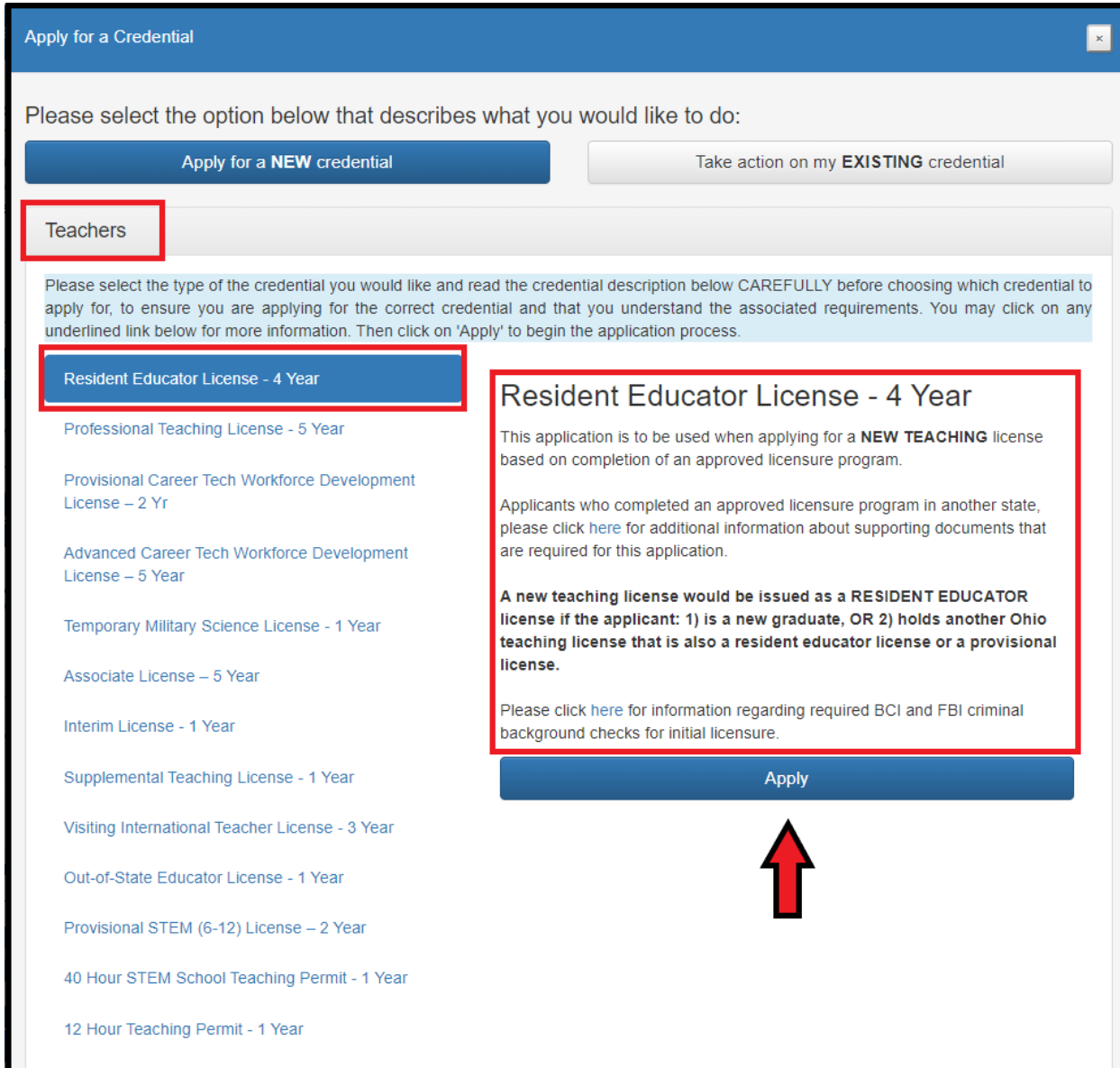


(Figure 29 Apply for a Credential Pop-Up Box)



The next screen is organized by categories of licenses. Click the category to view a list of available licenses. Example: Click **Teachers** to view a list of all licenses for which a teacher may apply. Select a license type to get a full description of that credential and helpful links to more information for out-of-state applicants, background checks and other requirements.

**Step 6.** Select the license type and click **Apply**.



(Figure 30 Apply for a Credential Screen)

**Step 7a.** 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 approved licensure program or an out-of-state licensure program. The example below reflects an out-of-state candidate applying for an Intervention Specialist (special education) license.

The screenshot shows a pop-up window titled "Start Credential Application Process". It contains the following fields and options:

- Credential:** A dropdown menu with "4 Year Resident Educator Intervention Specialist (K-12) License" selected.
- Effective:** A date selector with "07/01/2020" chosen.
- Will Expire:** A date selector with "06/30/2024" chosen.
- Did you complete:** Two radio button options:
  - A State of Ohio approved licensure program
  - A Licensure program approved by another State

At the bottom right, there are two buttons: "Start Application Process" (in red) and "Close".

(Figure 31 Start Credential Application Process Screen)

**Step 7b.** 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 (information retrieval number) or name. The example below reflects a candidate applying for an educational aide permit.

The screenshot shows a pop-up window titled "Start Credential Application Process". It contains the following elements:

- A yellow callout box with a note: "PLEASE NOTE: If you are applying for your first Ohio educational aide permit, you must apply for a one year permit. The four year educational aide permit is available only to individuals who have successfully served as an educational aide in an Ohio school for a minimum of two years under one-year educational aide permits."
- Credential:** A dropdown menu with "1 Year Educational Aide Educational Aide Permit" selected.
- Effective:** A date selector with "07/01/2020" chosen.
- Will Expire:** A date selector with "06/30/2021" chosen.
- Valid In Organization:** A text input field with "Organization IRN or Name" and a search icon. To the right are "Find" and "Reset" buttons.

At the bottom right, there are two buttons: "Start Application Process" (in red) and "Close".

(Figure 32 Start Credential Application Process Screen)

**Step 7c.** Once you have supplied the requested information, click **Start Application Process** to begin the application.

**Step 8.** The next screen 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.

**Requested Credential(s)**

4 Year Resident Educator Intervention Specialist (K-12) License

**Credential:** 4 Year Resident Educator Intervention Specialist (K-12) License

**Action:** New Out of State

**Effective:** 07/01/2020

**Will Expire:** 06/30/2024

**Teaching Fields:**

- Gifted [196212]
- Hearing Impaired (PK-12) [196116]
- Mild/Moderate [196140]
- Moderate/Intensive [196142]
- Visually Impaired (PK-12) [196109]

(Figure 33 Requested Credential Screen)

**Step 9a.** 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.

**Documents** Upload Documents

Please click here to determine if documents are required for this application.

The following documents may be required for your application. Please check with your school/district, or see our website for application instructions and verification of requirements for your specific licensure request.

- Out of State License Copy
- Out of State License Eligibility Verification
- Transcript
- Verification of Military Service - Military Fee Waiver Only
- Work Experience Verification
- Licensure Assessment

**Application Documents**

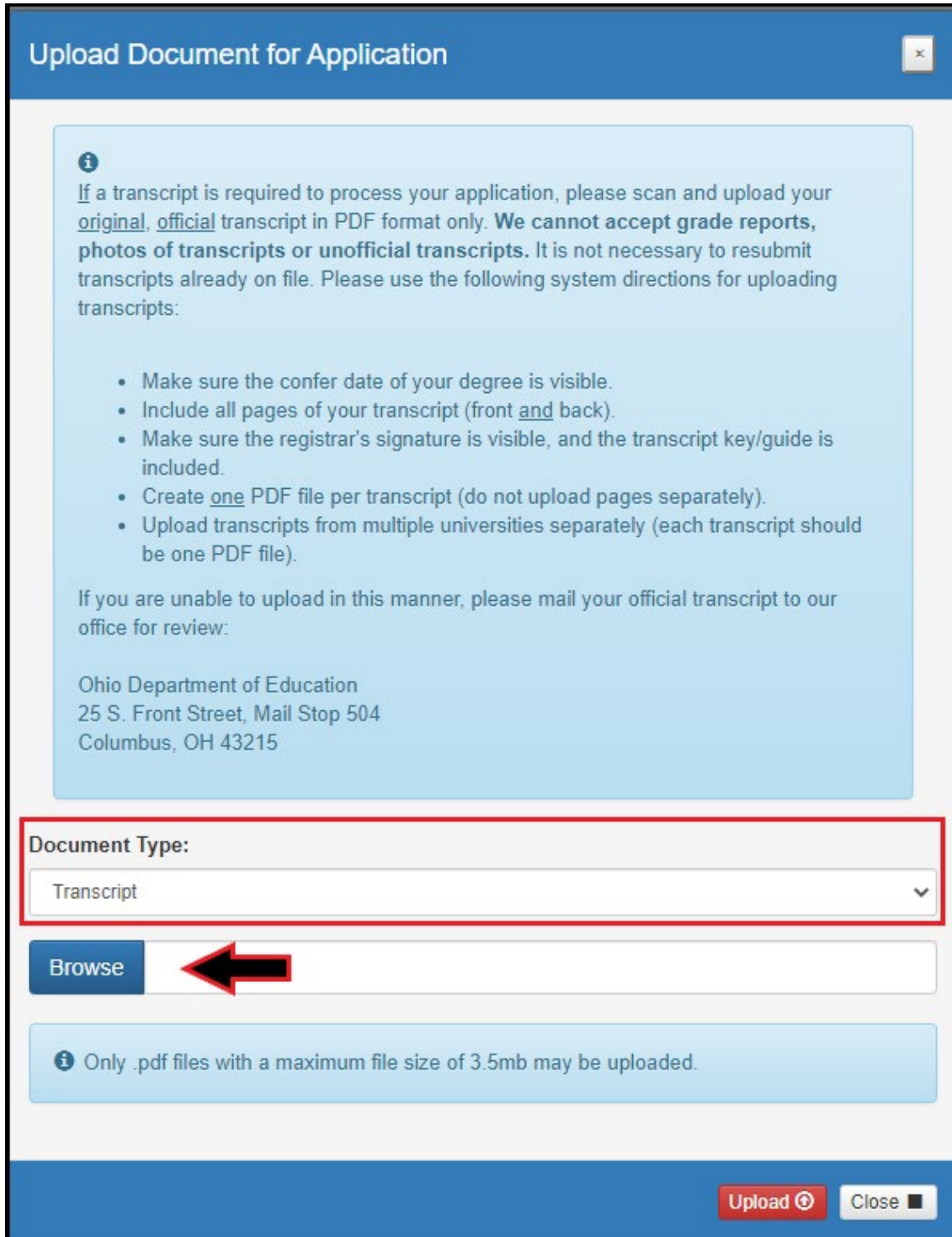
No documents to display.

**Previously Submitted Documents**

DOCUMENT TYPE	DATE RECEIVED	
Application	06/05/2009	<a href="#">View</a>
Transcript	04/23/2007	<a href="#">View</a>

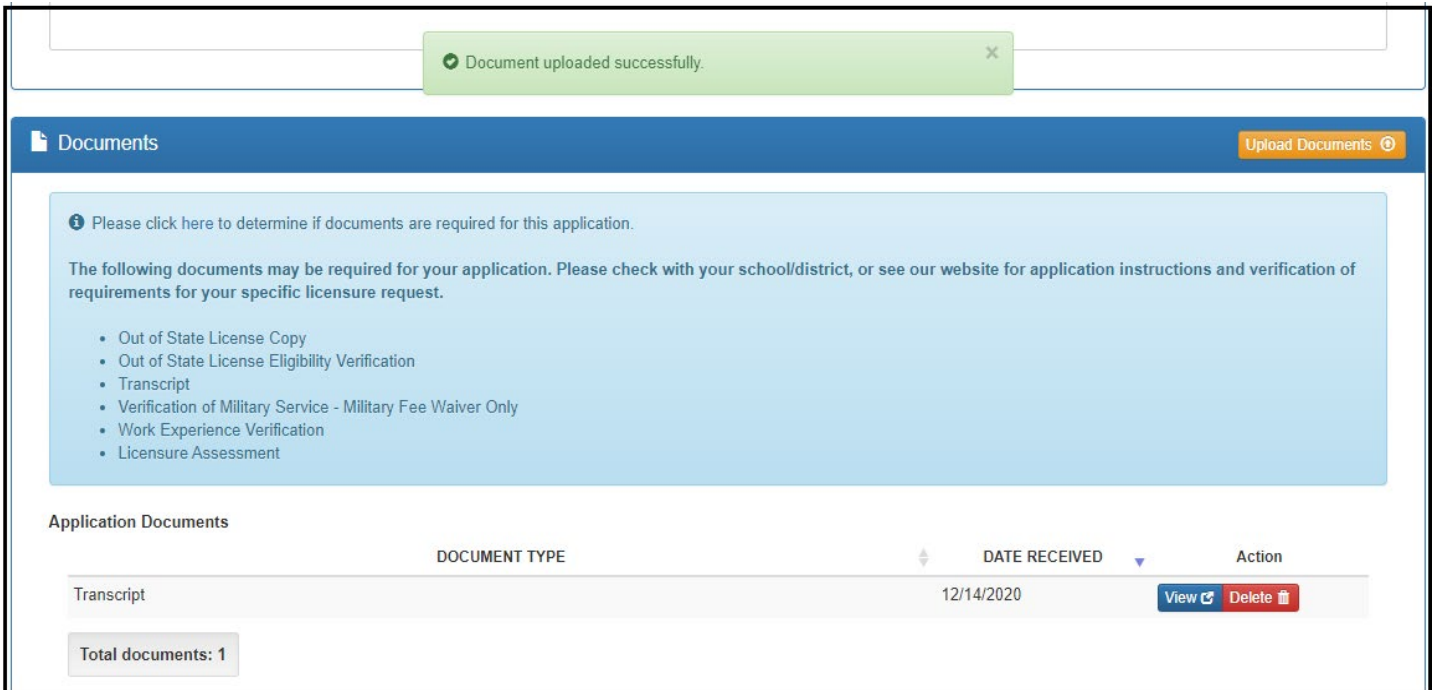
(Figure 34 Requested Credential Screen – Document Upload Section)

**Step 9b.** 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.



(Figure 35 Document Upload Pop Up Window)

**Step 9c.** 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.



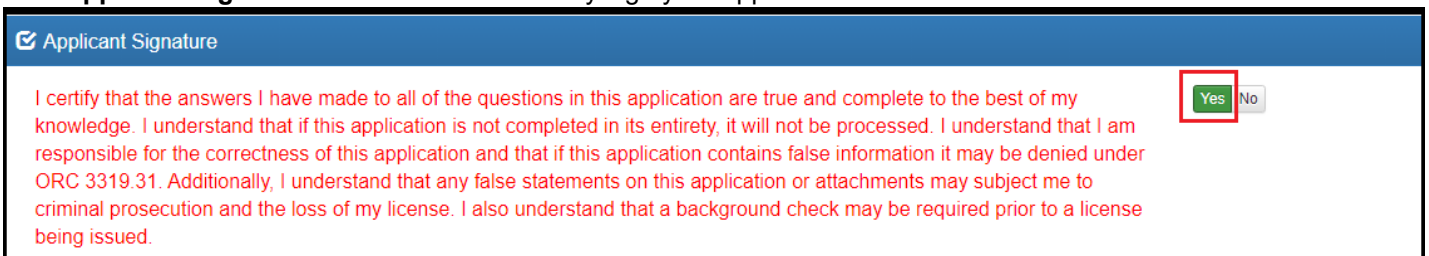
(Figure 36 Requested Credential Screen – Document Upload Section)

**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.



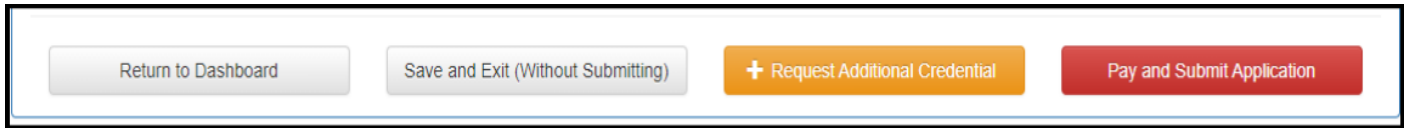
(Figure 37 Requested Credential Screen – Required Application Signatures Section)

**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.



(Figure 38 Applicant Signature Section)

**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)**.



(Figure 39 Application Action)

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. See the **Dashboard Features** section of this manual for information on editing an application.

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.

## APPLICATIONS FOR RENEWALS AND ADD AREAS

You must have an OH|ID account, a Department of Education 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 OH|ID Account** section of this manual. Then complete the steps below to take action on an existing license, such as to renew or add an endorsement.

**Step 1.** Navigate to <https://ohid.ohio.gov/> and log in to your OH|ID account.

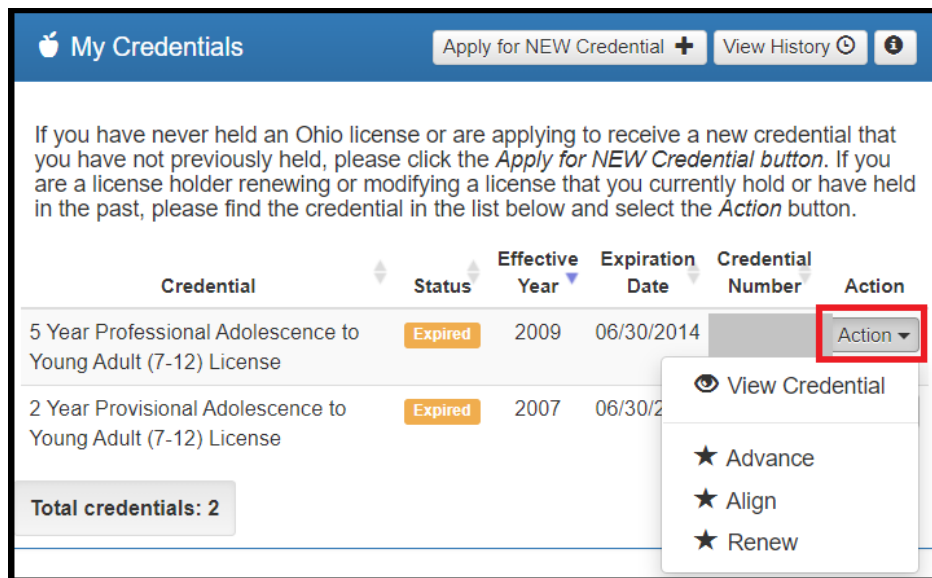
**Step 2.** Open the **Educator Licensure and Records (CORE)** app.

**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 in the pop-up box.
- 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 Department 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 the appropriate action from the dropdown menu, such as **Advance**, **Align**, **Renew** or **Transition**.



(Figure 40 My Credentials Section of CORE Dashboard)

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

(Figure 41 Start Credential Application Process Pop-Up Window)

**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.

**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.

(Figure 42 Requested Credential Screen – Renewal Eligibility Section)



**Step 8a.** 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.

**Documents** Upload Documents

Please click here to determine if documents are required for this application.

The following documents may be required for your application. Please check with your school/district, or see our website for application instructions and verification of requirements for your specific licensure request.

- Out of State License Copy
- Out of State License Eligibility Verification
- Transcript
- Verification of Military Service - Military Fee Waiver Only
- Work Experience Verification
- Licensure Assessment

Application Documents

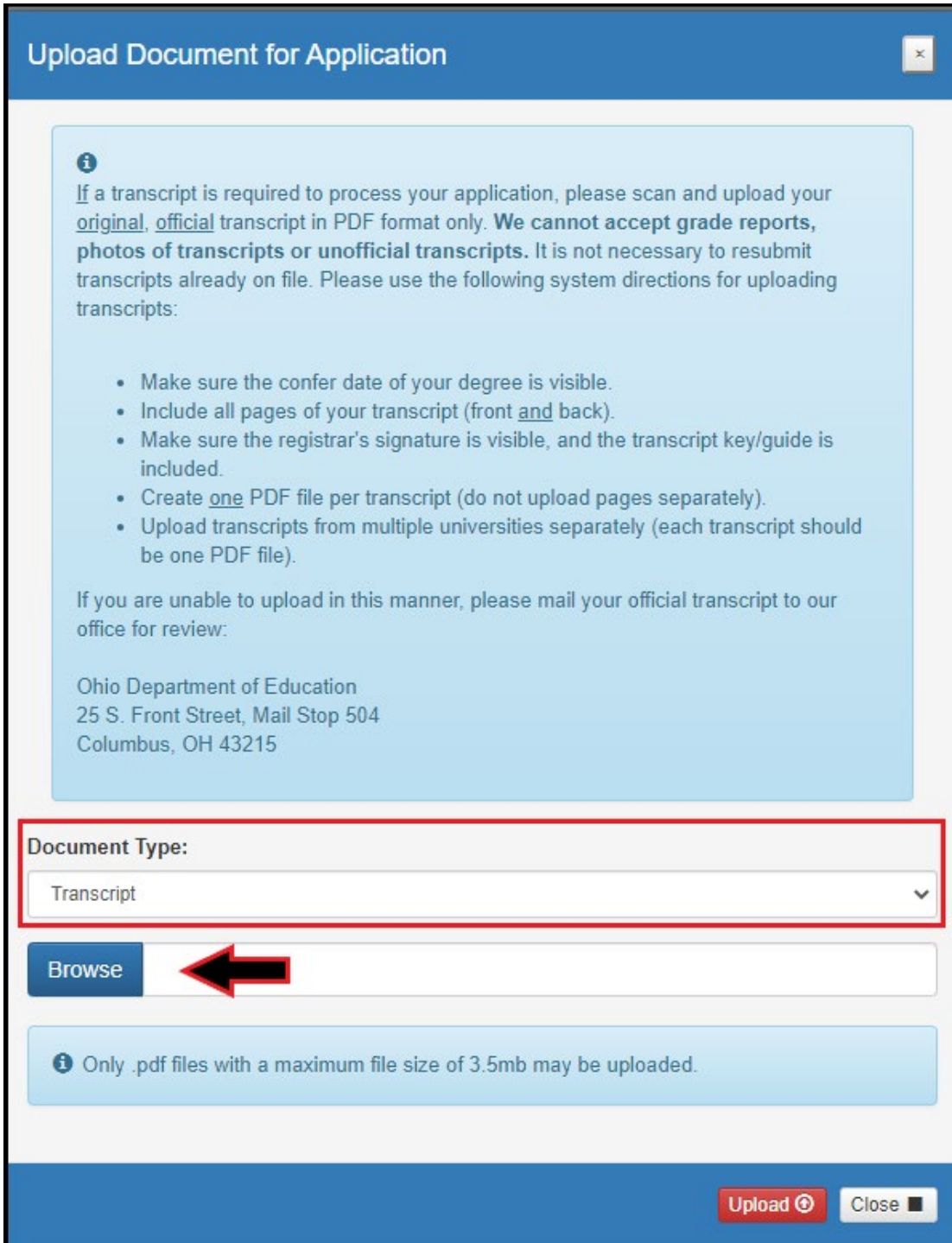
No documents to display.

Previously Submitted Documents

DOCUMENT TYPE	DATE RECEIVED	
Application	06/05/2009	<a href="#">View</a>
Transcript	04/23/2007	<a href="#">View</a>

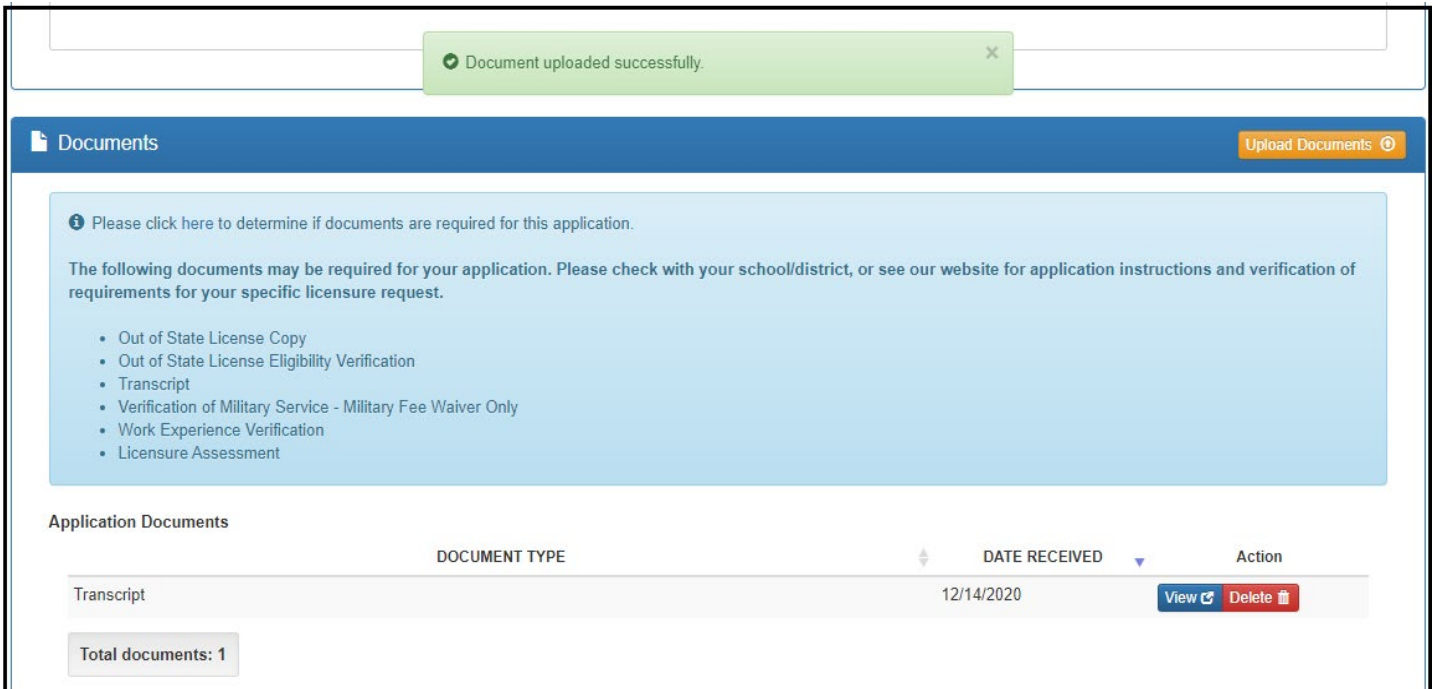
(Figure 43 Requested Credential Screen – Document Upload Section)

**Step 8b.** 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.



(Figure 44 Document Upload Pop Up Window)

**Step 8c.** 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.



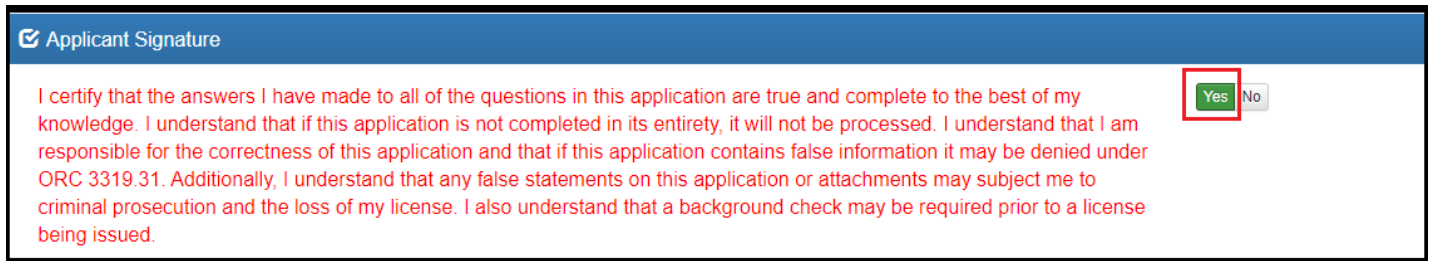
(Figure 45 Requested Credential Screen – Document Upload Section)

**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.



(Figure 46 Requested Credential Screen – Required Application Signatures Section)

**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.



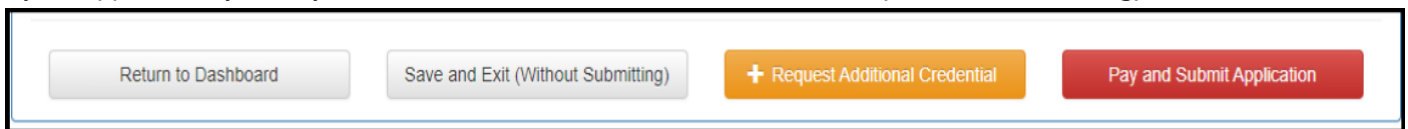
Applicant Signature

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed. I understand that I am responsible for the correctness of this application and that if this application contains false information it may be denied under ORC 3319.31. Additionally, I understand that any false statements on this application or attachments may subject me to criminal prosecution and the loss of my license. I also understand that a background check may be required prior to a license being issued.

Yes No

(Figure 47 Applicant Signature Section)

**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)**.



Return to Dashboard Save and Exit (Without Submitting) + Request Additional Credential Pay and Submit Application

(Figure 48 Application Action)

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. See the **Dashboard Features** section of this manual for information on editing an application.

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.

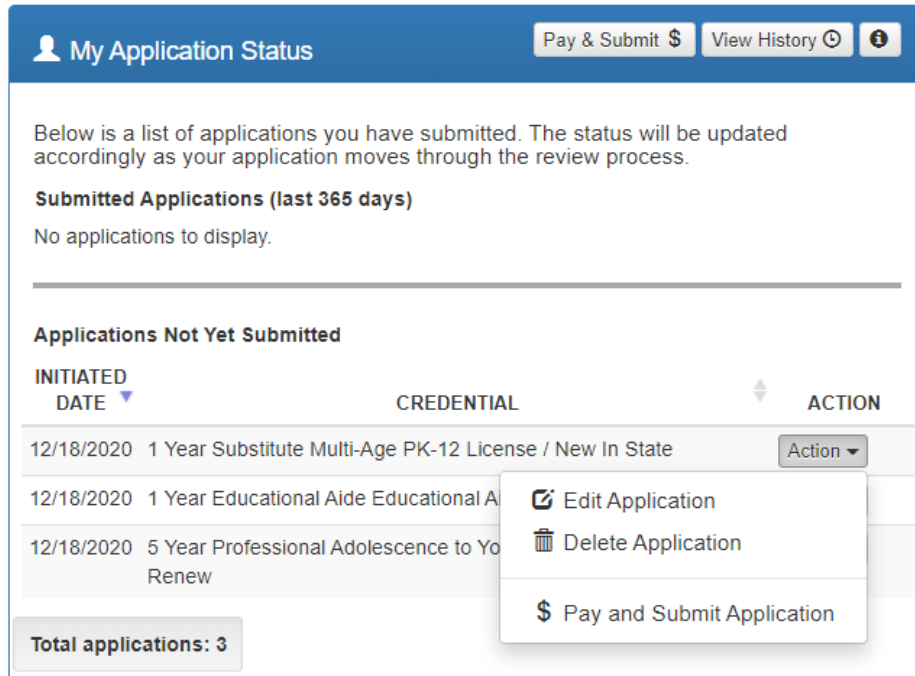
## APPLICATION PAYMENT

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, begin by navigating to <https://ohid.ohio.gov/> and log in to your OH|ID 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**.



(Figure 49 CORE Dashboard - My Application Status Section)

**Step 4.** Click **Include** for 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.

(Figure 50 Pay and Submit Applications Pop Up Window)

**Step 5.** After you click **Continue**, you will see a pop-up box verifying you are navigating to the external payment site to process your secure, online payment. Click **Continue** 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.

(Figure 51 Navigating to External Payment Site Pop Up Window)

**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**.

(Figure 52 Choose Payment Method Screen)

## E-CHECK PAYMENT

**Step 1.** Select **E-Check** and click **Next** from the **Choose Payment Method** screen to process a payment from your bank account. Then enter the bank routing number, your bank account number and your email address. Be sure to click the **Email Receipt** box to have your receipt sent to you and click **Review** to proceed.

Payment Amount:\* \$25.00  
 Payment Method:\* E-Check

Bank Routing Number:\* 122105278  
 Bank Account Number:\* 6724301068  
 Re-Enter Bank Account Number:\* 6724301068  
 Email: a.teacher@email.com  
 Email Receipt:

Back Review

(Figure 53 E-Check Payment Screen)

**Step. 2.** 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.

Review Payment Details

Payment Amount: \$25.00  
 Payment Method: ECHK  
 ACH Bank Routing Number: 111111111  
 ACH Bank Account Number: 1234567  
 Email: a.teacher@email.com

Back Make Payment

(Figure 54 Review Payment Details 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

**Step 1.** 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.

**Ohio.gov** | Department of Education

**Ohio Department of Education - Educator Licensure**

**Enter Payment Information**  
Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.  
The following link provides information regarding the [card security code](#).

**Ohio Department of Education - Educator Licensure Payment Summary**  
Total: \$25.00

**Payment Information**

\* Credit Card Number:  \* Credit Card Type:

\* Expiration Month:  \* Expiration Year:

\* Card Security Code:

**Billing Information**

First Name:  Middle Name:

\* Last/Business Name:  \* Phone:

\* Address Line 1:  Address Line 2:

\* City:  \* State/Province/Region:

\* Zip/Postal Code:  Country:

Email:  **Email Receipt:**

(Figure 55 Credit Card Payment Screen)

**Step 2.** 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 an email confirmation of your payment. Click **Continue** when you are finished.

**Step 3.** 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.**



**Step 4. Print Receipt (for credit card payments only).** Your receipt will appear on the next screen. You may print this for your records. You also will receive an email receipt if you checked the **Email Receipt** box and provided your email during the payment process. Click **Continue**.

**Print Receipt**

Your credit card payment has been successfully authorized. Thank you for using the Central Payment Portal online payment processing system. Please print this page for your records and note the confirmation number below. This will serve as your receipt.

---

**Ohio Department of Education - Educator Licensure Payment Summary**

Payment Status: Authorized  
 Confirmation Number: 2722  
 Authorization Date: 10/31/2014 12:56:00 PM  
 Total: \$160.00

---

**Payment Information**

\* Credit Card Number: \*\*\*\*\*  
 \* Expiration Month: \*\*\*\*  
 \* Card Security Code: \*\*\*

\* Credit Card Type: MasterCard  
 \* Expiration Year: \*\*\*\*

---

**Billing Information**

First Name: Mary  
 \* Last/Business Name: Teacher  
 \* Address Line 1: 123 Main St  
 \* City: Columbus  
 \* Zip/Postal Code: 43215  
 Email: mary.teacher@yahoo.com

Middle Name:  
 \* Phone: 6144444444  
 Address Line 2:  
 \* State/Province/Region: Oh  
 Country: United States  
 Email Receipt: Yes

(Figure 56 Print Receipt Screen)

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.

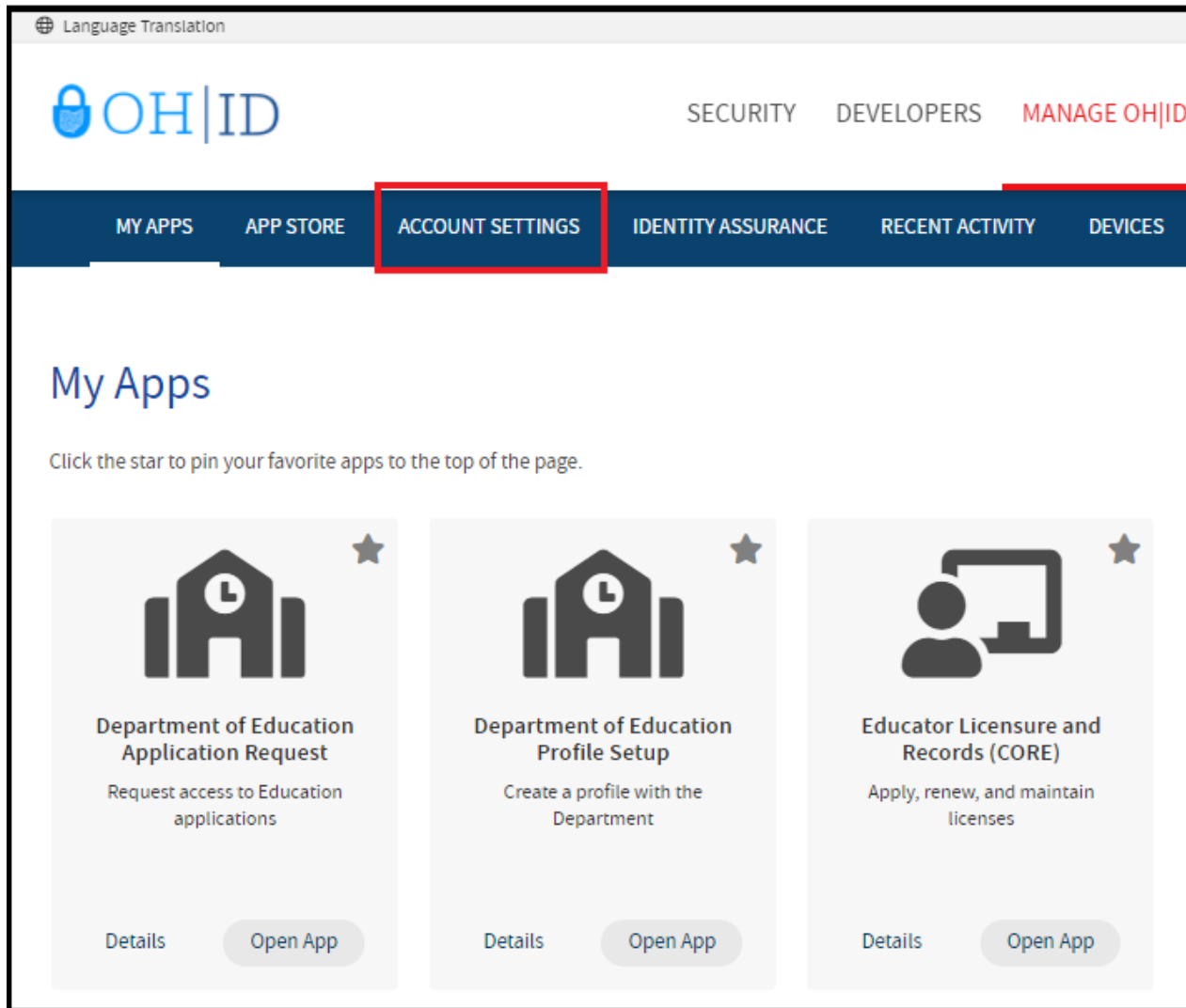
## Edit Personal Information

You may update your personal information (including contact information), password or password recovery options after you have set up your OHID account. Please note that updating your personal information is a two-part process. First you will update your information in your OH|ID account. Then you will update your information in the CORE system.

### PART 1: UPDATE OH|ID ACCOUNT

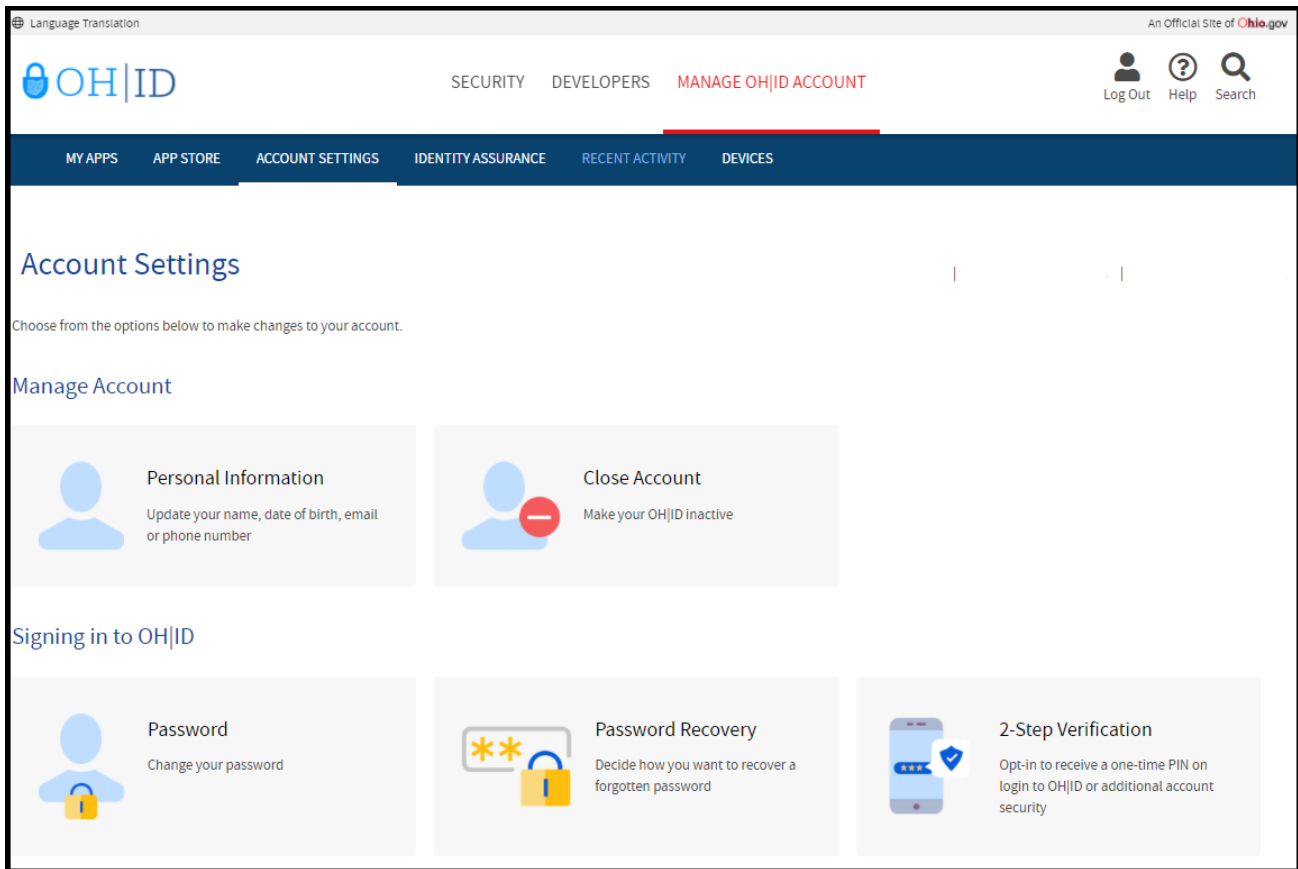
Begin by navigating to <https://ohid.ohio.gov/> and log in to your OH|ID account. Then follow the steps below.

**Step 1.** Click the **Account Settings** tab in the blue ribbon at the top of the screen.



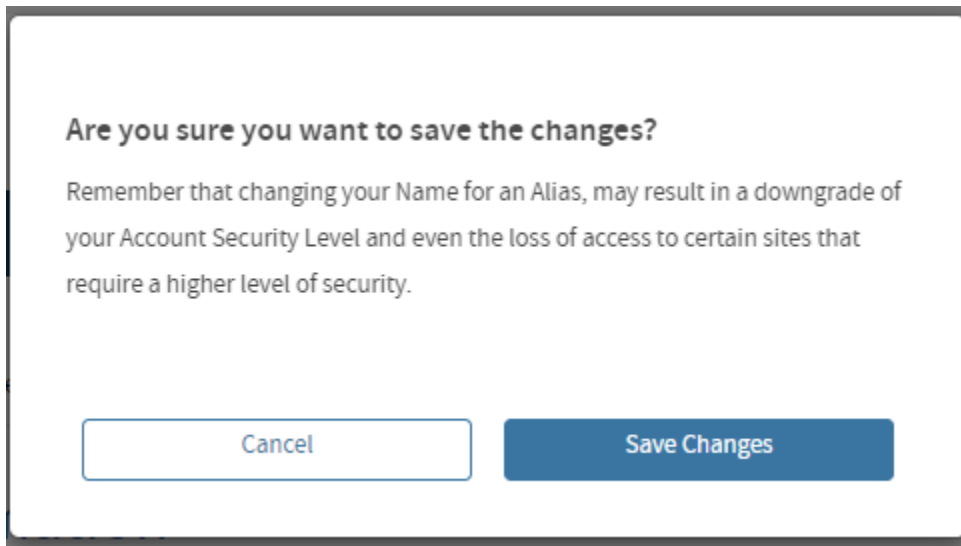
(Figure 57 OH|ID My Apps Screen)

**Step 2.** On the **Account Settings** page select the area you wish to update. Edit your information and click **Save Changes**.



(Figure 58 OH|ID Account Settings Page)

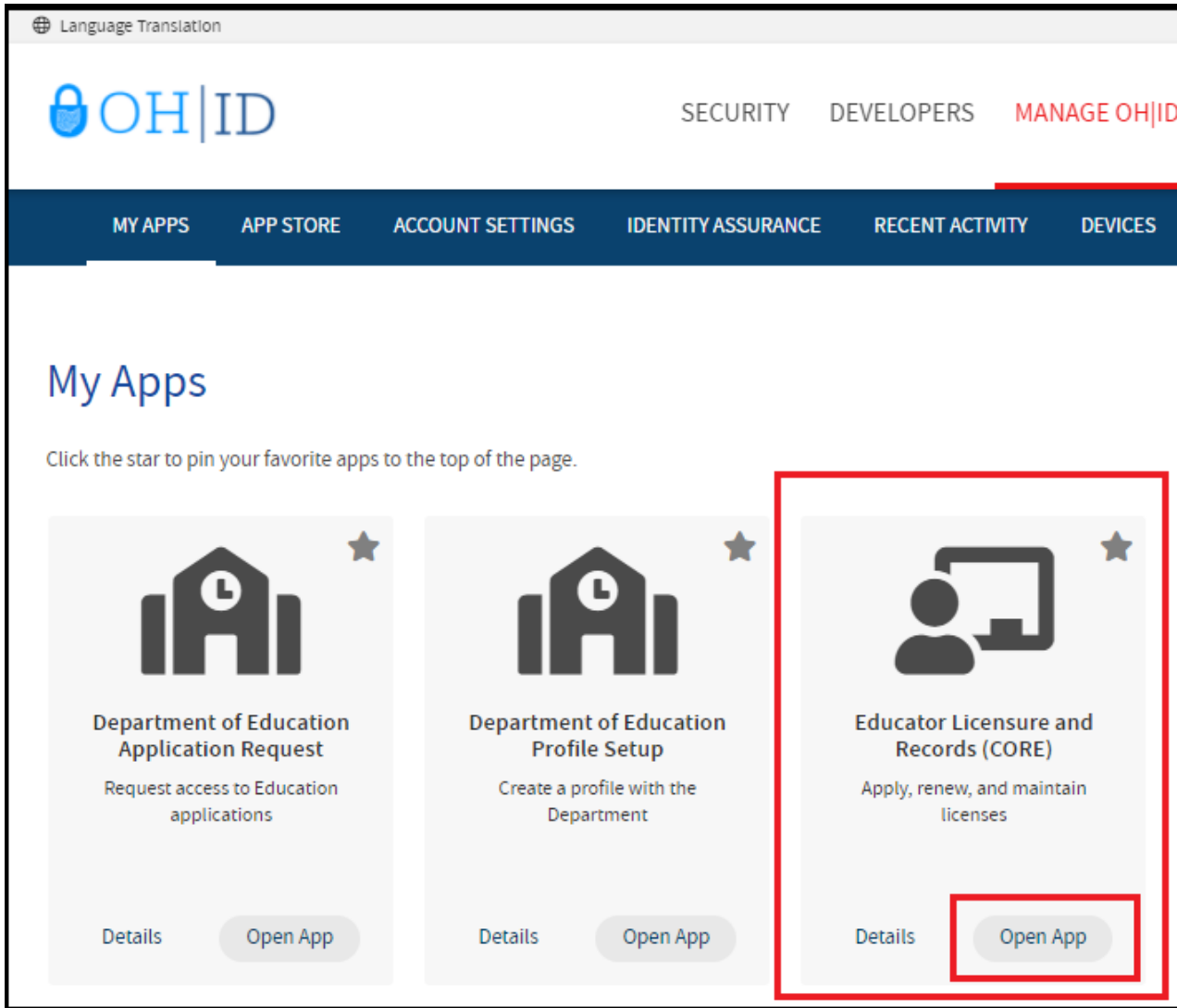
**Step 3.** You will see a prompt verifying you want to save the changes. Click **Save Changes**.



(Figure 59 Save Changes Screen)

## PART 2: UPDATE CORE ACCOUNT

**Step 1.** To update your information in your CORE account, click the **My Apps** tab in the blue ribbon at the top of your OH|ID account page and then open the **Educator Licensure and Records (CORE)** app.



(Figure 60 OH|ID My Apps Screen)

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.



(Figure 61 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 OH|ID account will not work if your name does not match what appears on your driver's license or state ID card.

Updating your name is a two-part process. First you will update your name within CORE. Then you will update your name in your OH|ID account.

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

- Login to your OH|ID account (<https://ohid.ohio.gov>).
- 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 display.
- 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 OH|ID account.

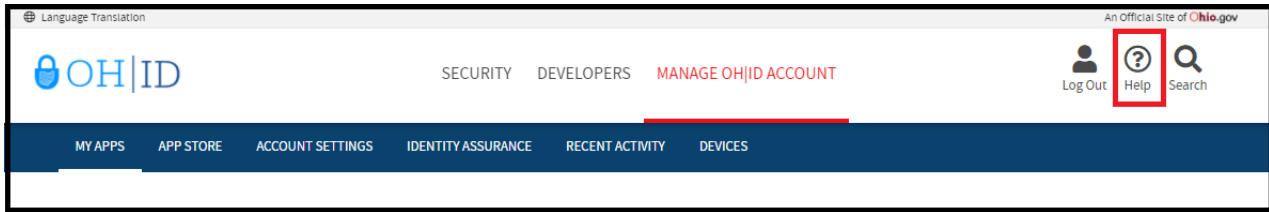
- After completing the directions above, click the blue **LOGOUT** button in the upper right of **MY HOME PAGE**. Your screen will update, and you will be routed to the OH|ID Dashboard.
- Click the small triangle to the right of the **User Account Management** menu. This will open a menu with an option to **Update Profile**. On the **Update Profile** screen, you can update all your information. Update your profile name to match what you entered in CORE. Your name must match exactly to link your OH|ID profile to your CORE profile.
- Make the necessary changes.
- Double-check the information is correct and click **Update**.
- Under account settings, click **Manage Name** to update your information.
- Log out.
- 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 OH|ID 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 [profile.help@education.ohio.gov](mailto:profile.help@education.ohio.gov) with the error message and a summary of what you are trying to accomplish.

## OH|ID Account Help

Should you need any assistance with your OH|ID account, including editing your profile, changing your password or setting up your security options, simply click the **Help** icon at the top of your OH|ID account screen.



(Figure 62 OH|ID Help Icon)

From the OH|ID Help page, you can look up how to edit your profile, change your password or make changes to your personal information.