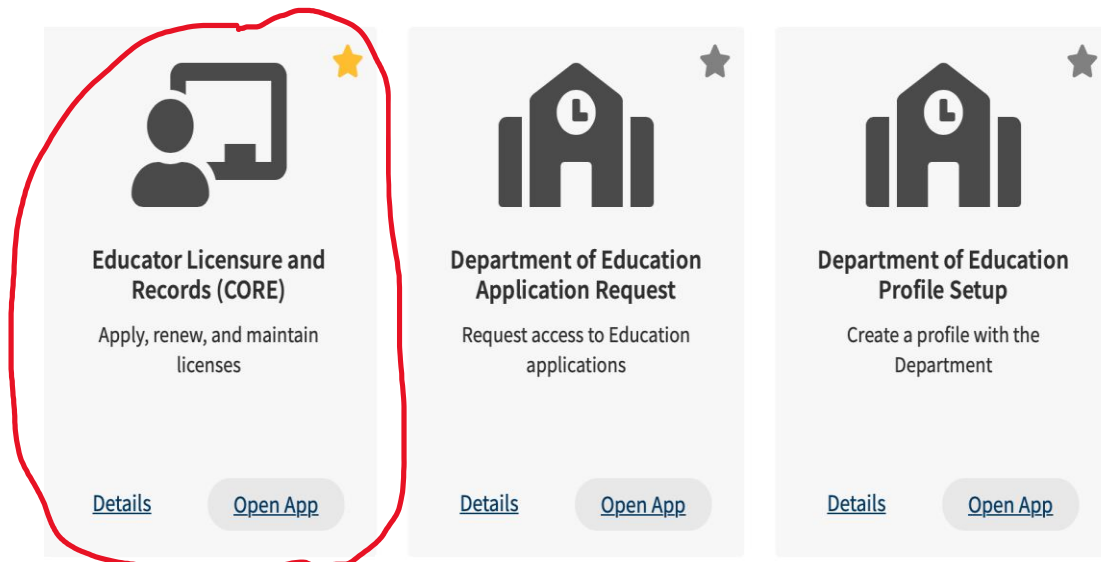


Applying for an Initial License (2-Year Residential)

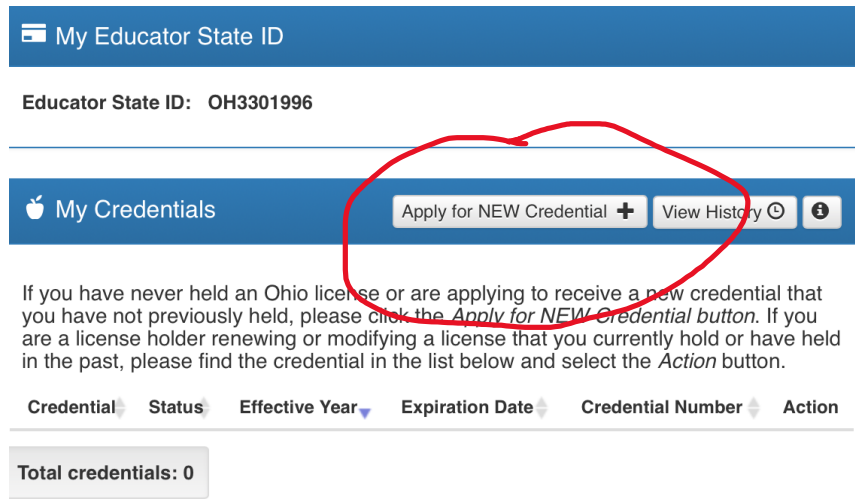
1. Create an OHID account. The link below will get you to the ODE website where you begin the process.
<https://safe.ode.state.oh.us/portal/Account/LogOn?ReturnUrl=https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Esig.Public.UI/Esignatures/ReviewRequests?orgKey=11940>

This is the account you will use for all future applications and other access you need to the ODE services.

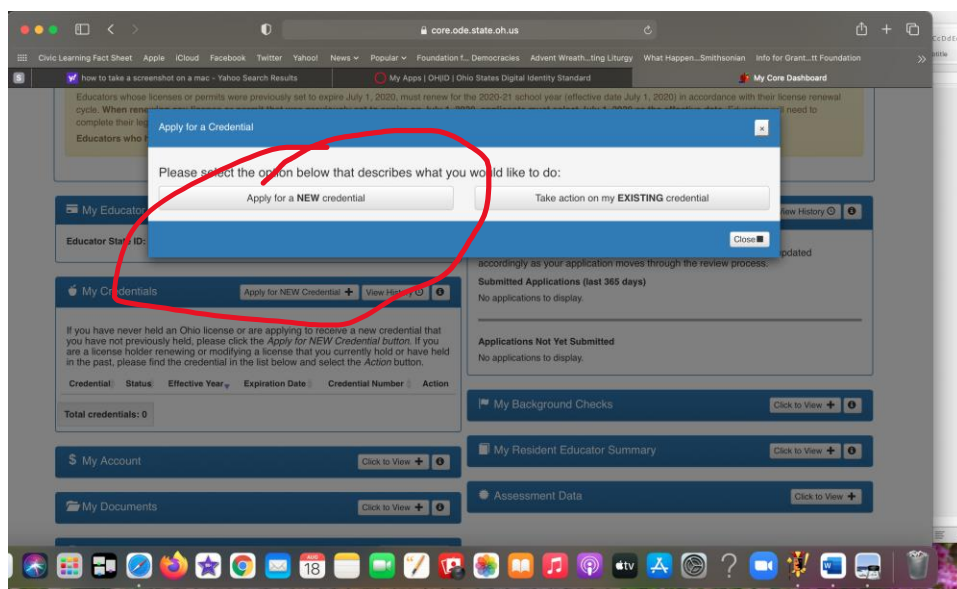
2. Once you have created your account, log into the OHID system and enter the “My Apps” link to “Educator Licensure and Records (CORE).”



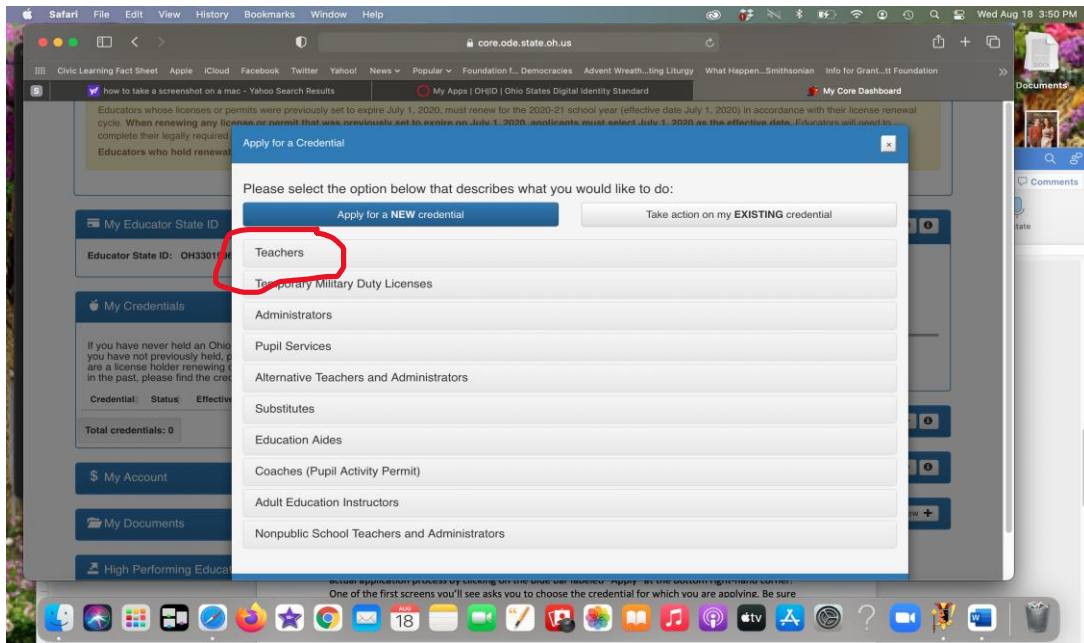
3. Once on that page you will see a gray rectangle on the left side labeled, “Apply for New Credential”. Click on that. (Figure 2)



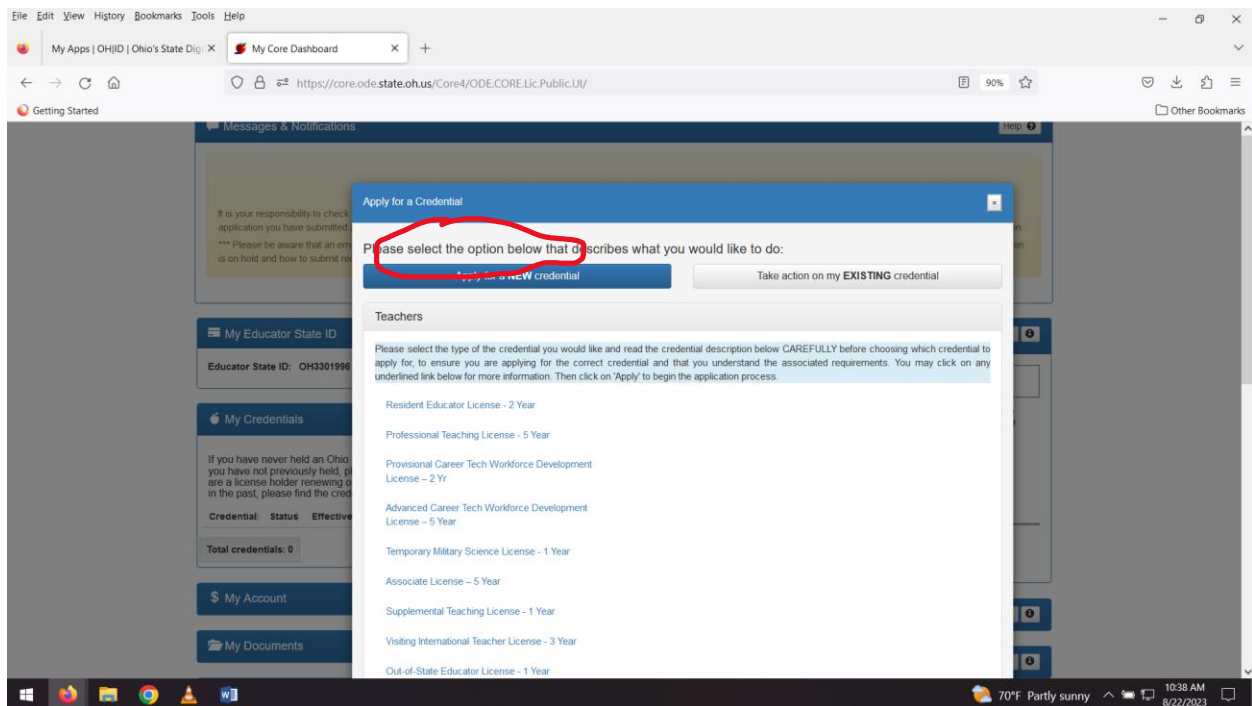
3. You will see a pop-up menu and, if this is your first (initial) license, click on “Apply for a **NEW** Credential”.

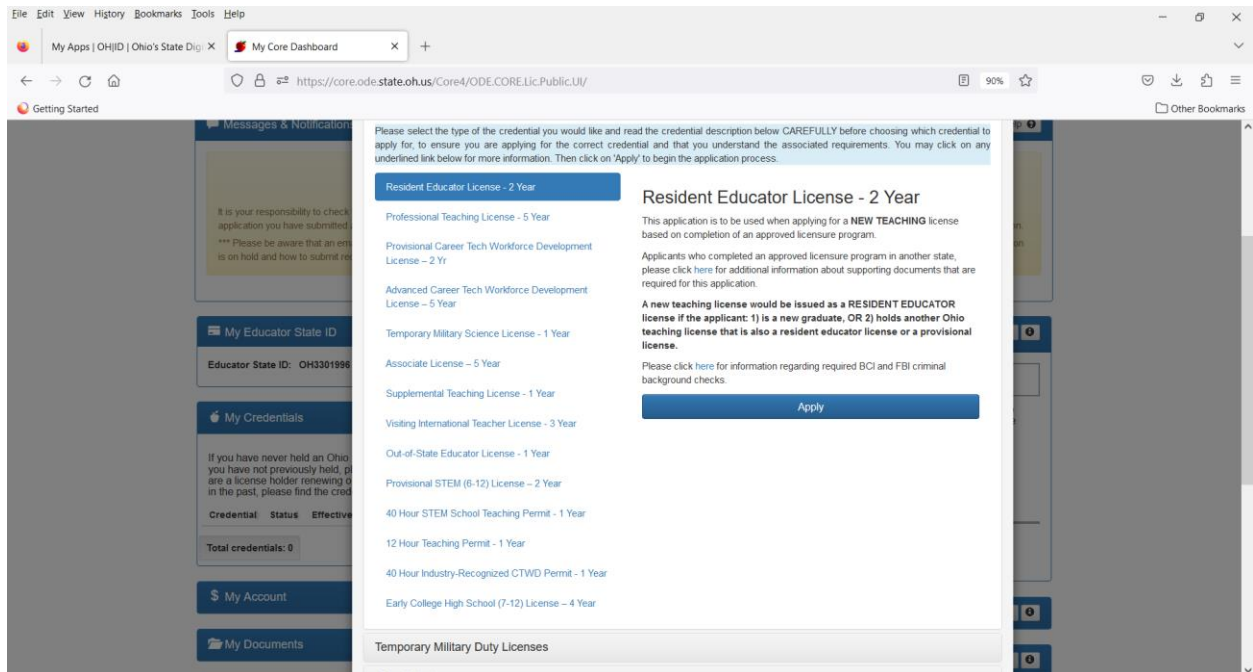


4. You will now see another pop-up menu in which you see a list of all the possible credentials offered in Ohio. Select, “Teachers” if you have passed all your OAEs and want to apply for a 2-Year Residential license.

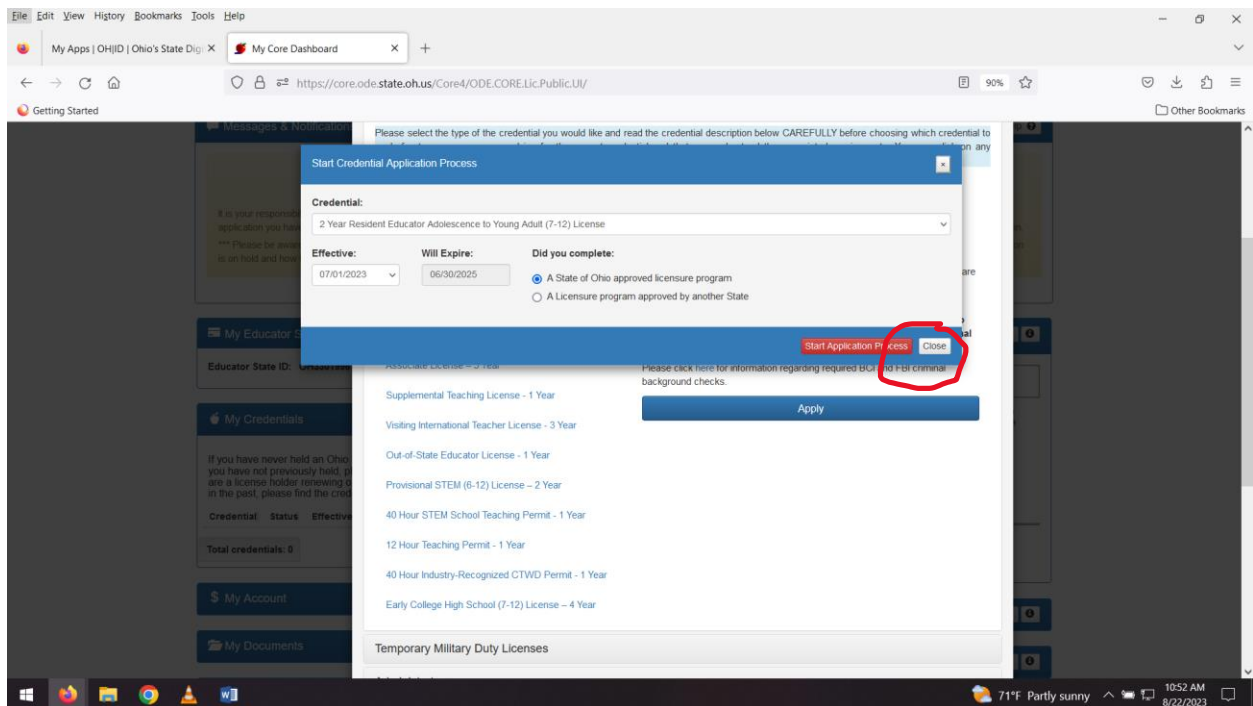


5. If you selected "Teachers" you will see a new list in which the first choice is "Resident Educator License – 2 Year". That is the choice you should use. Once you select that option you will then being the actual application process by clicking on the blue bar labeled "Apply" at the bottom right-hand corner.





One of the first screens you'll see asks you to choose the credential for which you are applying. Use the drop down menu and be sure to know the name of the specific credential(s) for which you are eligible. Also, be sure to click, "A State of Ohio approved licensure program" for the question that asks, Did you complete:. If you enter the wrong credential choice you will have to reapply later after your application is declined.



If you have two licensing areas, such as Primary Pk-5 and Primary Intervention Specialist (pk-5) you will have to create two separate applications. If you have just an endorsement, that can be included in your one application.

Once your application is complete and uploaded, I will receive notice that it is waiting in our online system to be recommended or declined. If everything is in order and the application is "Recommended" it moves to ODE where they do some final checks and then issue your license. It is possible that your application will be processed the same day it arrives. However, you should not assume that. Depending on several factors (test score availability, problems with a transcript, problems in the application, and so on), the process can be several days or longer. ODE's approval typically comes 2-3 days after AU's recommendation. Sometimes it's faster or slower.

If your application is declined by AU, you will receive an email sent to the email address you provide in your ODE application. The email will explain why the application was declined and what steps you should take next to take care of the problem. If your application is declined, you do not lose your original application fee. It is kept in your account by ODE to be applied to a later reapplication.

If you have technical difficulties in trying to access part of the application process or ODE website, in general, you will need to contact ODE directly. We are not able to solve those kinds of problems.

Questions about your credentials, or the application process in general should be directed to, Dr. Rick Breault, Licensing Officer at rbreault@ashland.edu.