

Congratulations! Your IPDP is now complete and you may renew your license!

First, go to the ODE website at <https://safe.ode.state.oh.us/portal> and login to your OHJID account. You will have to create a new account as the SAFE portal has been integrated with OHJID.

Once in your account, under Apps select the educator license and records app which will take you to the Online Licensure System. Select the box labeled **My Credentials - Renew**.

For each license renewing or if adding a new license, select the drop down box under Action and complete all steps.

The section below has caused some confusion, please select the our LPDC signature as it is below:

Required Application Signatures

LPDC Signature

013605 - Painesville City LPDC

Find Reset

Once all steps are complete, your new license or renewal will not be issued until the following are completed:

- New FBI/BCI fingerprinting (done at our board office)
- Approval online by LPDC representative.

To complete FBI/BCI fingerprinting, call our Board of Education to schedule an appointment at 440-392- 5064. Hours are Monday - Friday 8:30am - 4:00pm.

- You must have a VALID form of ID (Driver's License, State I.D. or Passport.
- Your Social Security Number is required
- Payment for the fingerprinting can be made in cash, check or money order.
- As of May 2020, the cost of the FBI \$30 and BCI is \$25.

After successful completion of renewal application, FBI fingerprinting, and LPDC approval, you will receive an email notifying you that your new license has been issued.

IF you have any questions, contact one of the members of the LPDC Committee.