

## ***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:

- If the FBI check is 5 years or older, a new FBI fingerprinting is required. There is a section on your dashboard that shows the date of your last check.
- Approval online by LPDC representative.

To complete FBI fingerprinting, call our Board of Education to schedule an appointment at 440-392- 5060. Hours are Monday - Friday 8:30am - 4:00pm.

- You must have your driver's license or state ID
- Your Social Security Number is required
- Payment of \$30 can be made in exact cash or check