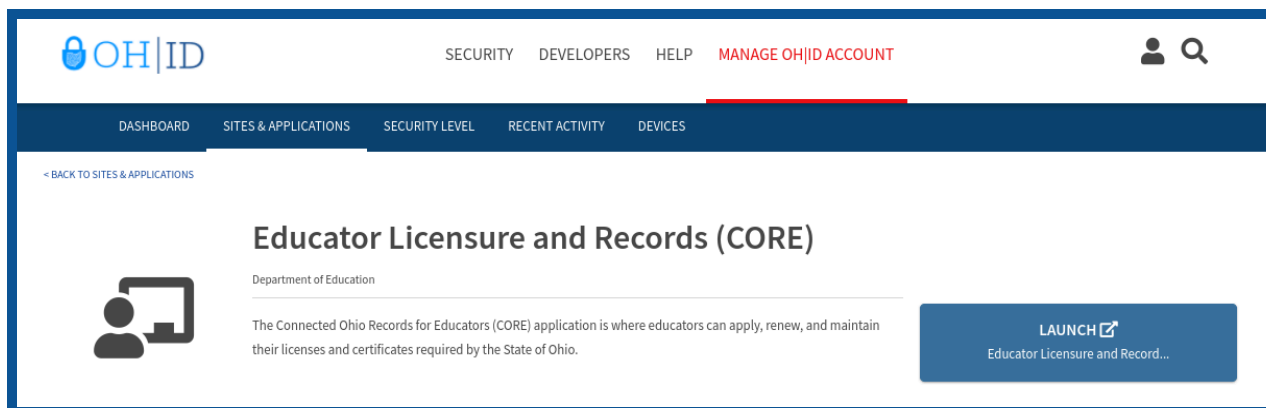
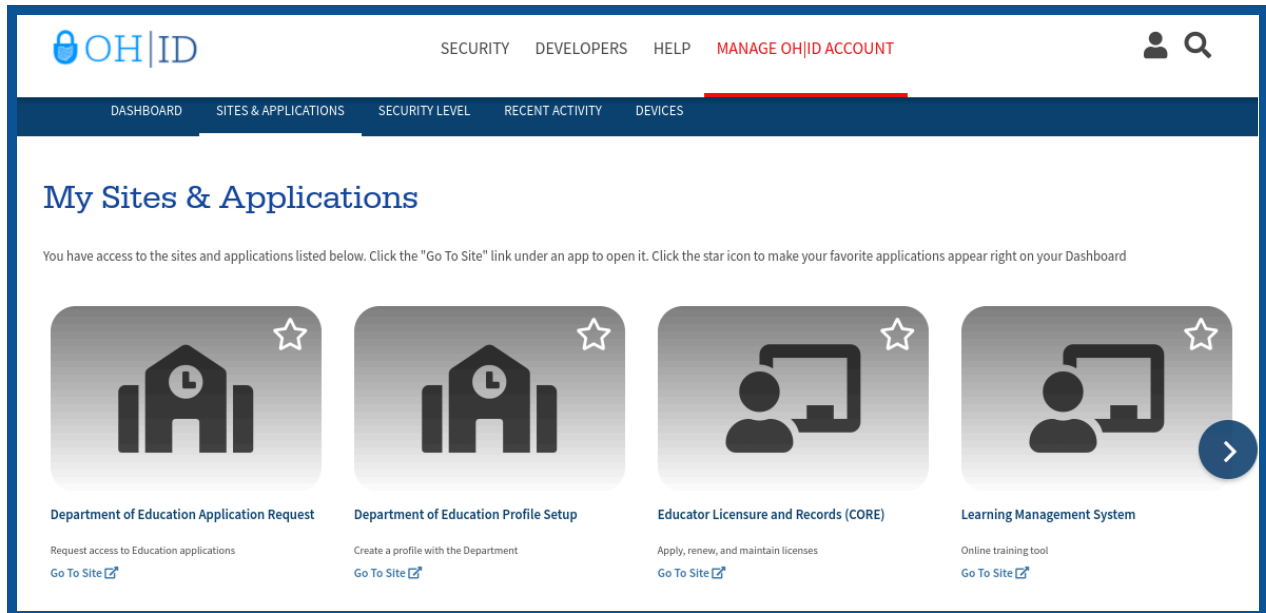


How to Renew Your License

Current as of 5/9/2025

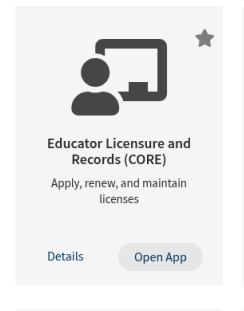
1. First, access the OHID website by clicking [this link](#) or by going to OHID.Ohio.Gov
2. **If you haven't created an account on OHID**, you need to do so. Follow these directions and keep in mind it **may** take a few days or weeks to get verified.
 - a. If this is your first time using OHID, will need to find the "Department of Education" setup and "Launch" the app.
 - b. **You will need to wait approximately 5 minutes** for this Dept. of Ed. applications to be approved for your OHID portal. Please wait 5 minutes and then refresh the page.
 - c. After your Department of Ed. credentials have been approved and the application is loaded to your portal, hit the "View Apps" tab at the top of the page.
 - d. There are options for "apps". If you don't see the one you need, search for the "Educator Licensure and Records (CORE)" app. Hit the "Launch" button.



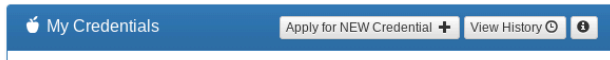
How to Renew Your License

Current as of 5/9/2025

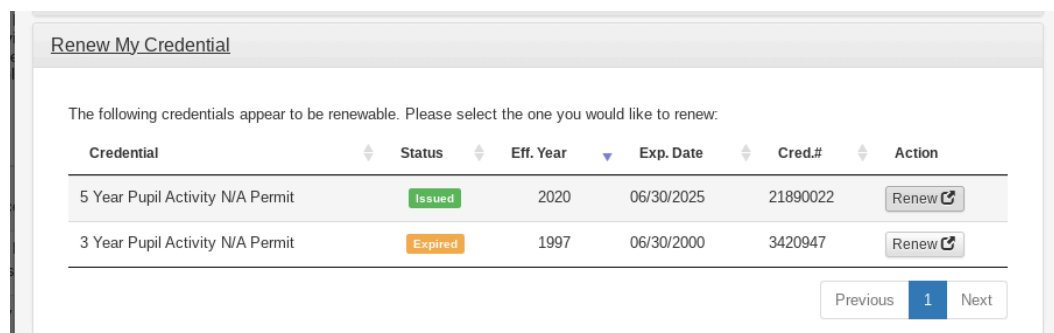
3. **If you have used OHID before**, once you are logged in, you should see the Educator Licensure and Records (CORE) application. Open the application. You should see your Educator dashboard with multiple blue boxes.



4. Find the box labeled “My Credentials”. Click **APPLY for NEW Credentials**



5. There are 2 options, depending on your current license status:
 - a. **OPTION 1: APPLY for a NEW LICENSE** - If you have never held an Ohio license (RESA transfers) or are applying to receive a new credential that you have not previously held, please click the **Apply for NEW Credential** button at the top.
 - b. **OPTION 2: RENEWING/ALIGNING AN EXISTING LICENSE** - If you are a license holder renewing or modifying a license that you currently hold or have held in the past, click the **Take action on my EXISTING credential** button.
 - i. There will be multiple options available below this button. Select the one that applies for you.
 - ii. **Most people will select Renew My Credentials**
 - iii. **If you are aligning multiple licenses, please reach out to an LPDC member. Aligning multiple licenses will result in a shorter timeline to complete professional development, but merges multiple license renewals into a single process.*



6. Find your correct license and click the **RENEW** button.
7. A new window will open with your selected license. Select the **Effective** dropdown button and pick **July 1st of your renewal year** (i.e. the year your current license expires).
8. Then, click the red **Start Application Process** button.
9. This will bring you to a new window with **Requested Credentials** at the top.
 - a. Review that information is correct

How to Renew Your License

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- b. Answer the required application questions (Ohio Residency, Military Service, & Criminal History)
- c. Documentation box: **DISREGARD** - this is handled through our LPDC system.

10. Required Application Signatures

- a. Click the **FIND button**
- b. It will ask for our IRN or Organization Name. You can type in either option:
 - i. IRN: **044883**
 - ii. Organization Name: **Tallmadge City**
- c. Click **Find Organization** and then hit the red **SELECT★ button**
- d. If done correctly, the signature section should be filled in with the IRN & school.

11. Finally, click **YES** for the Applicant Signature box and then hit the **REVIEW and SUBMIT APPLICATION button**.

12. Review the final submission, then hit the **PAY AND SUBMIT APPLICATION button** at the bottom of the screen.

13. **Pay and Submit Applications.** In the window that pops up, verify that the license you are applying for is marked as **INCLUDE** for the application(s) you wish to submit. You will see the total amount due for all applications in the box below this.

- a. Choose a Payment Method. You may pay for your application with a credit card or electronic check (Echeck). Select one of these choices in the Payment Method drop-down menu. Remember that the amounts to renew can vary. **Click the CONTINUE button.**
- b. You will be directed to an external payment site to finalize your payment.

14. Once you receive a confirmation email from ODE that your license has renewed, please send an email to Kelli Christopher notifying her that you have renewed. She will update your Frontline account.