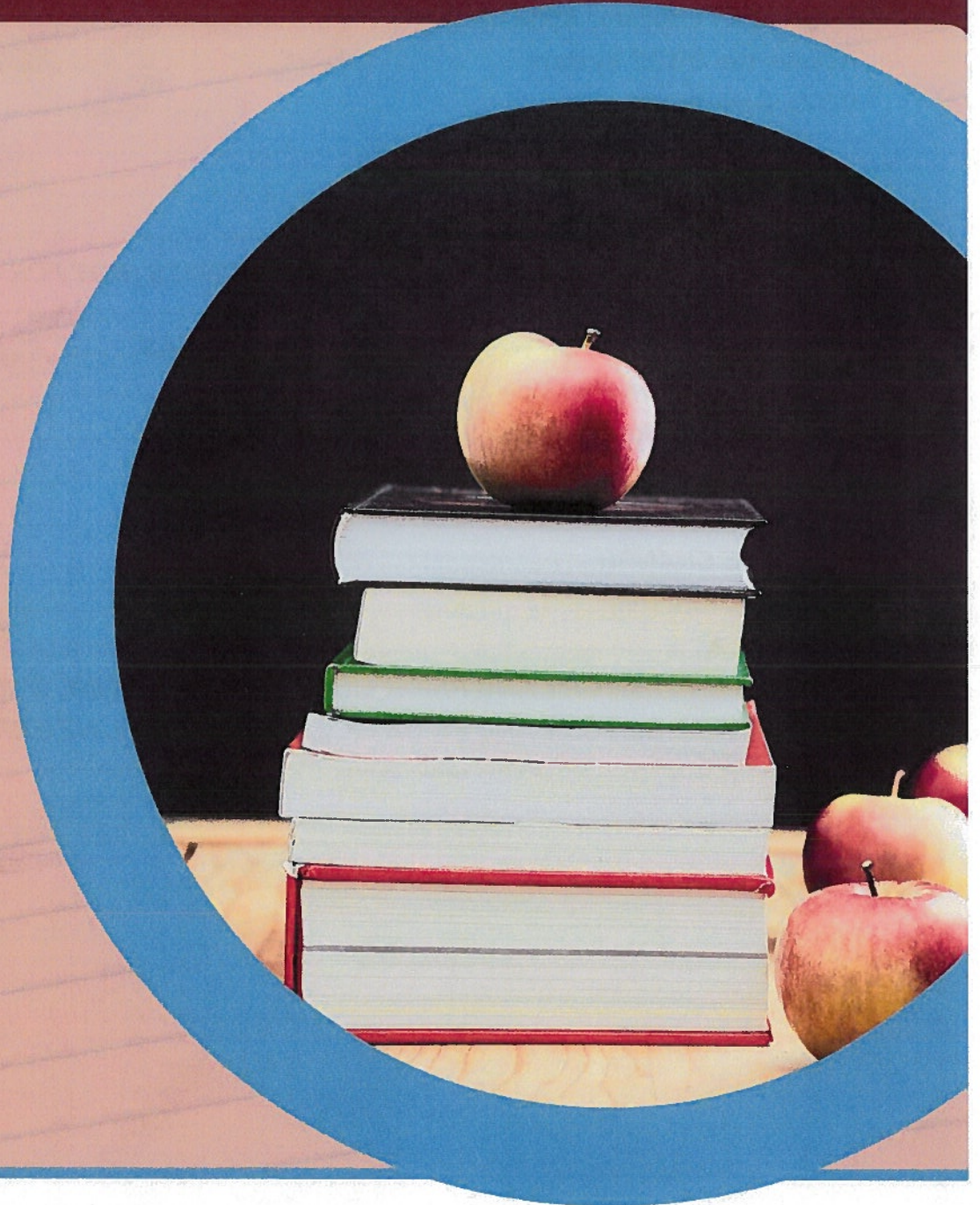


# CORE Applicant User Manual

June 2022



**OFFICE OF EDUCATOR LICENSURE**



## Table of Contents

Create an OH ID Account.....	2
Department of Education Profile Setup.....	10
Request an Educator State ID .....	17
Access the CORE System .....	19
CORE Dashboard .....	19
<b>DASHBOARD FEATURES</b> .....	19
Submit an Application for Licensure.....	22
<b>APPLICATION INFORMATION</b> .....	22
<b>APPLICATIONS FOR NEW LICENSES OR PERMITS (NOT FOR RENEWALS OR ADD AREAS)</b> .....	23
<b>APPLICATIONS FOR RENEWALS AND ADD AREAS</b> .....	30
<b>APPLICATION PAYMENT</b> .....	36
Edit Personal Information.....	41
<b>PART 1: UPDATE OH ID ACCOUNT</b> .....	41
<b>PART 2: UPDATE CORE ACCOUNT</b> .....	43
<b>NAME CHANGE</b> .....	45
OH ID Account Help .....	46
Appendix A .....	47
<b>CRIMINAL HISTORY AND PRIOR LICENSURE DISCIPLINE QUESTIONS</b> .....	47
<b>CRIMINAL HISTORY AND PRIOR LICENSURE DISCIPLINE ERROR MESSAGES</b> .....	50



## 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

Language Translation An Official Site of [Ohio.gov](#)

OH|ID SECURITY DEVELOPERS HELP MANAGE OH|ID ACCOUNT 🔍

### Secure access to State of Ohio services

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.

[Create OH|ID Account](#)

User ID

[FORGOT YOUR USER ID?](#)

Password

[FORGOT PASSWORD?](#)

[Log In](#)

[Get login help](#)

#### Simplified Experience for Users

OH|ID provides users with a seamless digital experience by allowing them to easily access and navigate state and agency websites from any device with one set of login credentials.

#### Reduced Costs for Agencies

State agencies that implement OH|ID save time, money, and effort through operational efficiencies, 24 x 7 technical support, repeatable frameworks, accelerators and built-in compliance with federal and state information security standards, policies and regulations.

#### Enhanced Security for Everyone

OH|ID adheres to best practice security and privacy regulations as defined by the National Institute of Standards and Technology (NIST). These security controls are built into the InnovateOhio Platform so that on-boarded agencies are automatically compliant. Agencies and their users can rest assured that their digital identities are kept safe and secure.

[Are you interested in providing a more secure, private, and enhanced experience for your users? Learn more about onboarding to OH|ID](#)

(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.

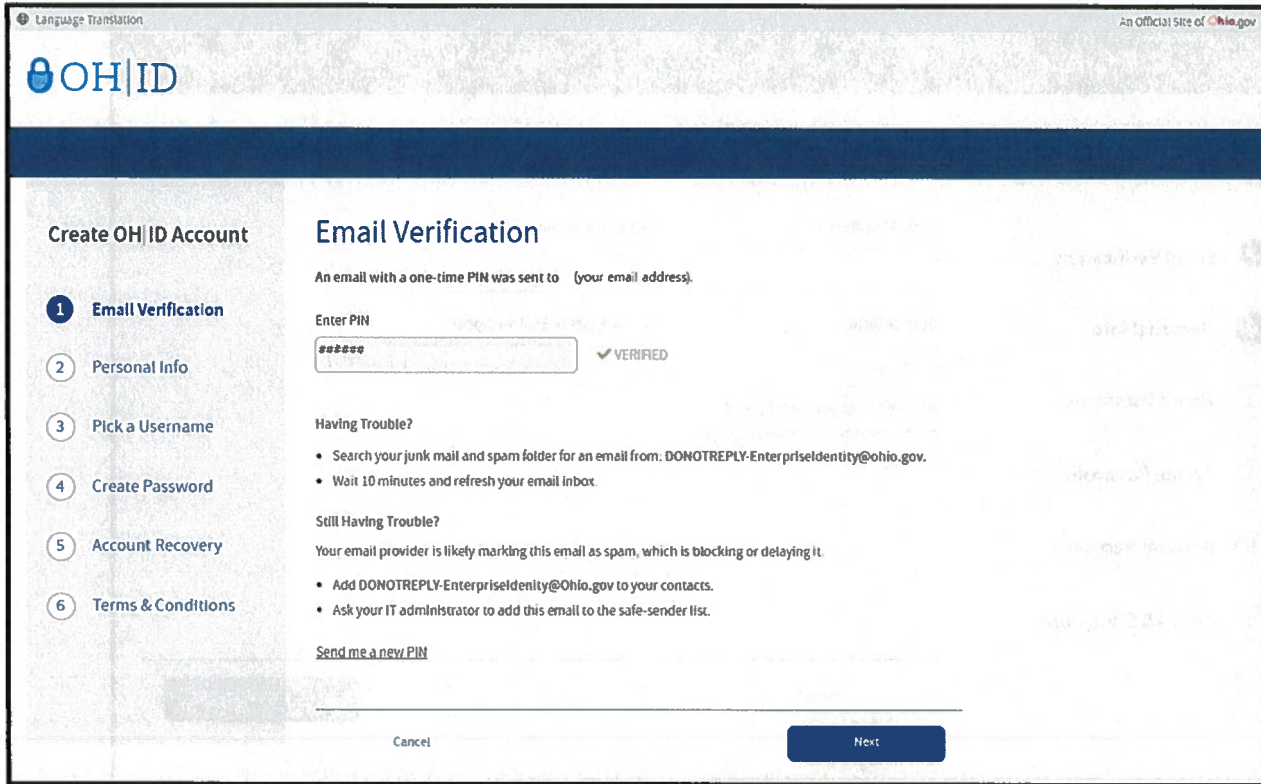
The screenshot shows the 'Email Verification' step of the OH|ID account creation process. On the left, a sidebar lists the steps: 1. Email Verification (highlighted), 2. Personal Info, 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Email Verification' and includes 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 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 vertical sidebar lists the 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 'mm/dd/yyyy' placeholder), 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 the 'Pick a Username' step in the OH|ID account creation process. On the left, a vertical sidebar titled 'Create OH|ID Account' lists six steps: 'Email Verification' (checked), 'Personal Info' (checked), 'Pick a Username' (highlighted with a blue circle and the number 3), 'Create Password' (numbered 4), 'Account Recovery' (numbered 5), and 'Terms & Conditions' (numbered 6). The main content area is titled 'Pick a Username' and includes 'Username Requirements' with three bullet points: 'Must be between 6-64 characters', 'Cannot start or end in a special character', and 'Cannot contain only numbers'. Below these requirements is a 'Username' label and an empty text input field. At the bottom of the form, there are 'Cancel' and 'Next' buttons.

(Figure 5 Create OH|ID Account Pick Username)

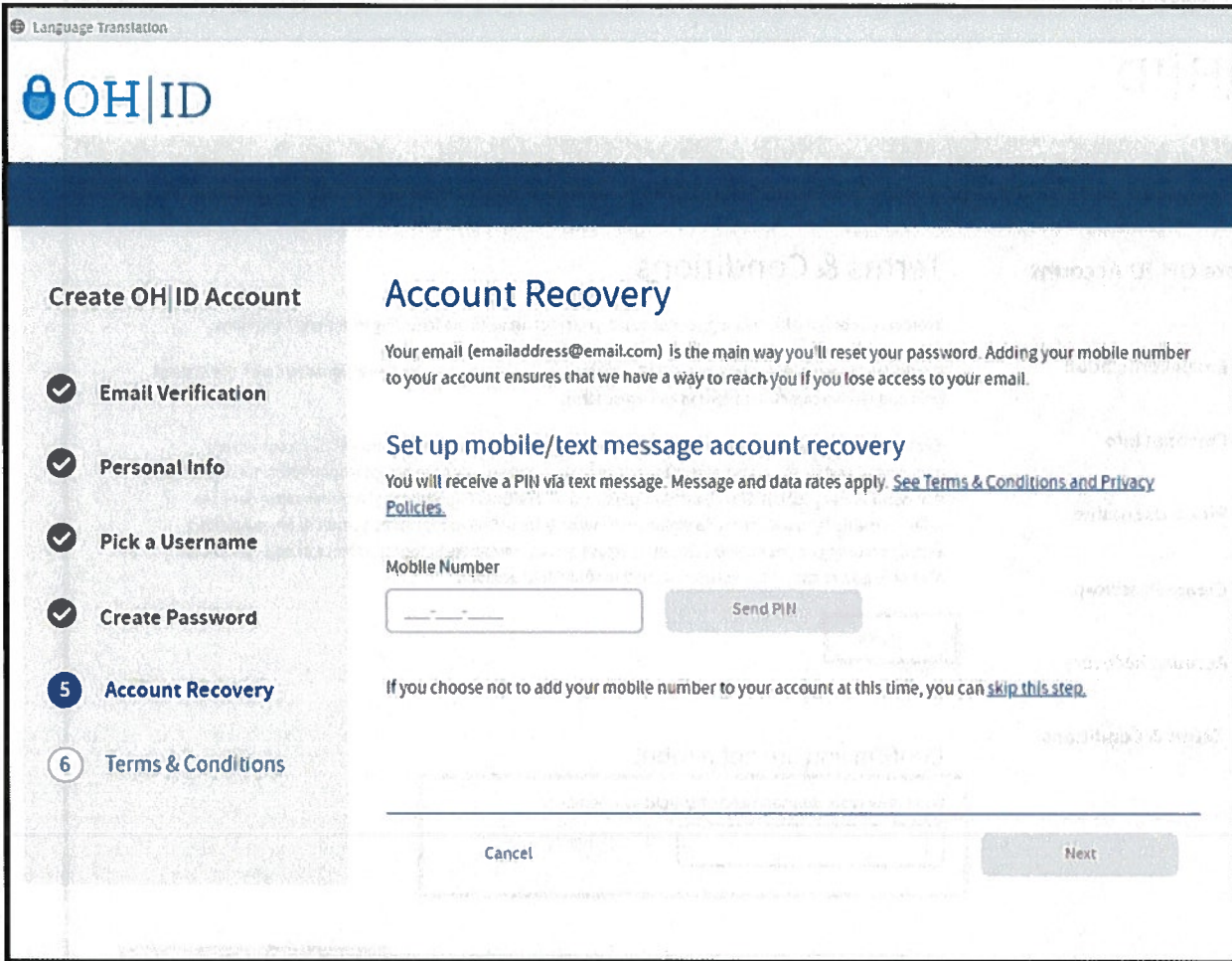


Step 6. Create a password for your OH|ID account and click Next.

The screenshot shows the 'Create Password' step of the OH|ID account creation process. On the left, a sidebar lists the steps: '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 includes 'Password Requirements' with a bulleted list: 'Must have at least 8 and no more than 30 characters in length', 'Must contain 1 character from each of the following categories' (with sub-bullets for 'Upper case letters (A-Z)', 'Lower case letter (a-z)', and 'Numbers (0-9)'), and 'Special characters (|S#,%@~^&\*\_-+><{|[]%":;\'?)'. A fourth bullet states 'Cannot include your first name, last name, username, or OH|ID' with an example: 'Example: If your name or username is John Smith, your password cannot contain "John" or "Smith"'. Below the requirements are two input fields labeled 'Password' and 'Confirm Password'. At the bottom, there are 'Cancel' and 'Next' buttons.

(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, 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)

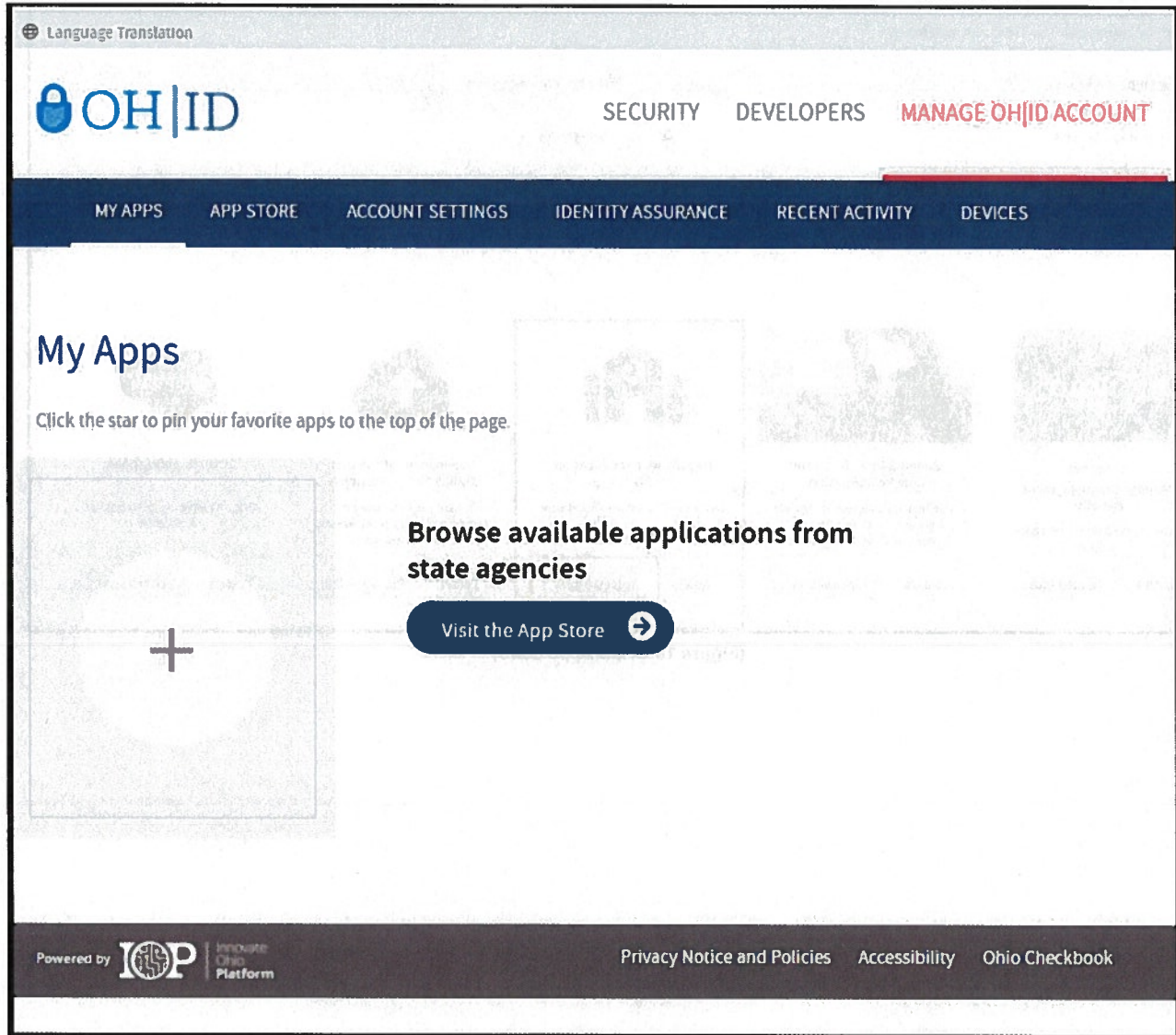
After you click **Create Account**, you will see a prompt to check the email address you provided when setting up your OH|ID account. Click **log in to OH|ID** to access your OH|ID account login screen. The username and password you created should already be filled in for you. If not, enter the information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

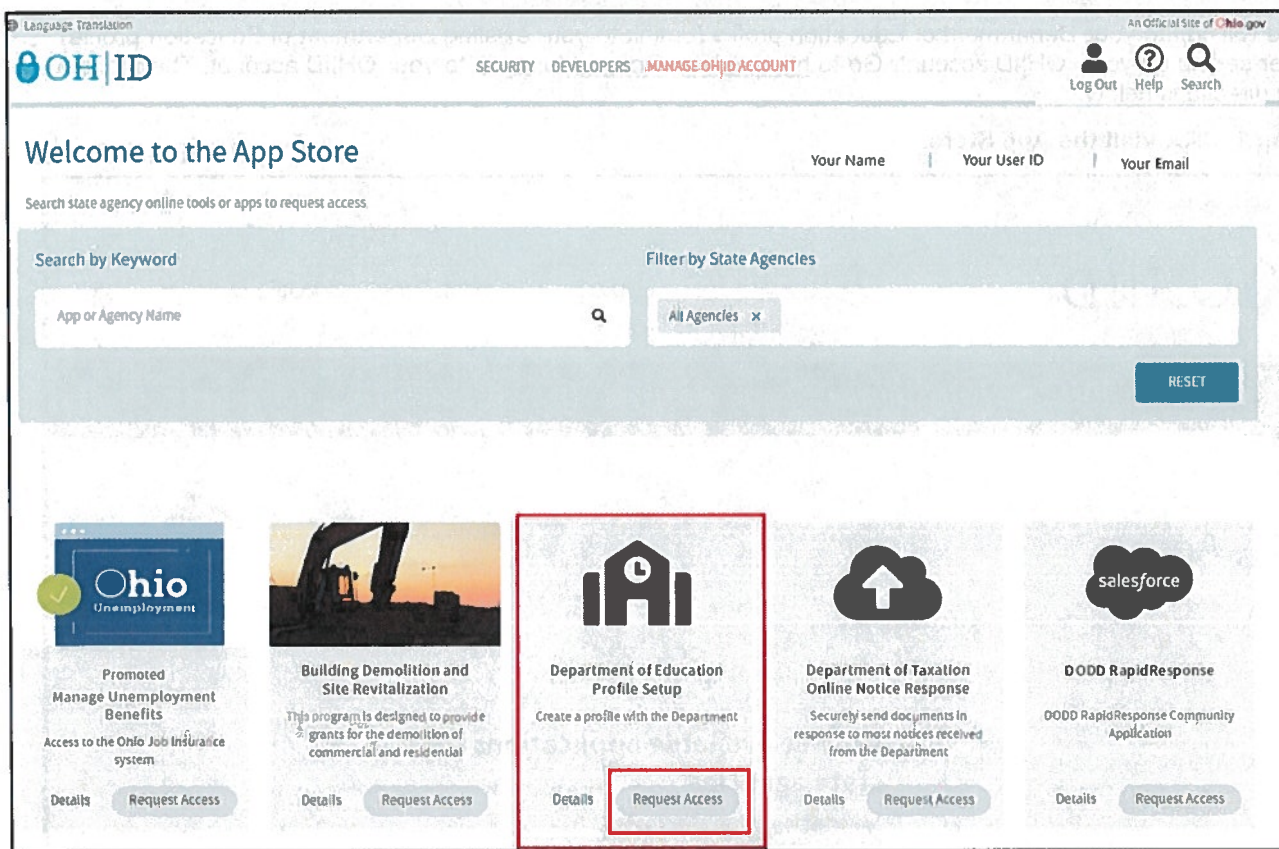
### Step 1. Click Visit the App Store.



(Figure 9 OH|ID My Apps)

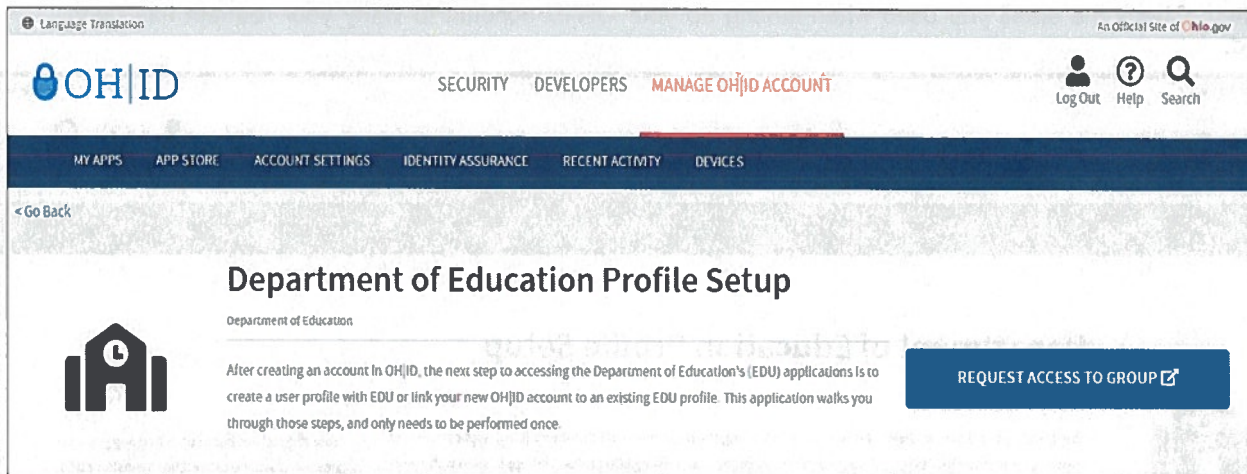


Step 2. Click Request Access in the Department of Education Profile Setup app tile.



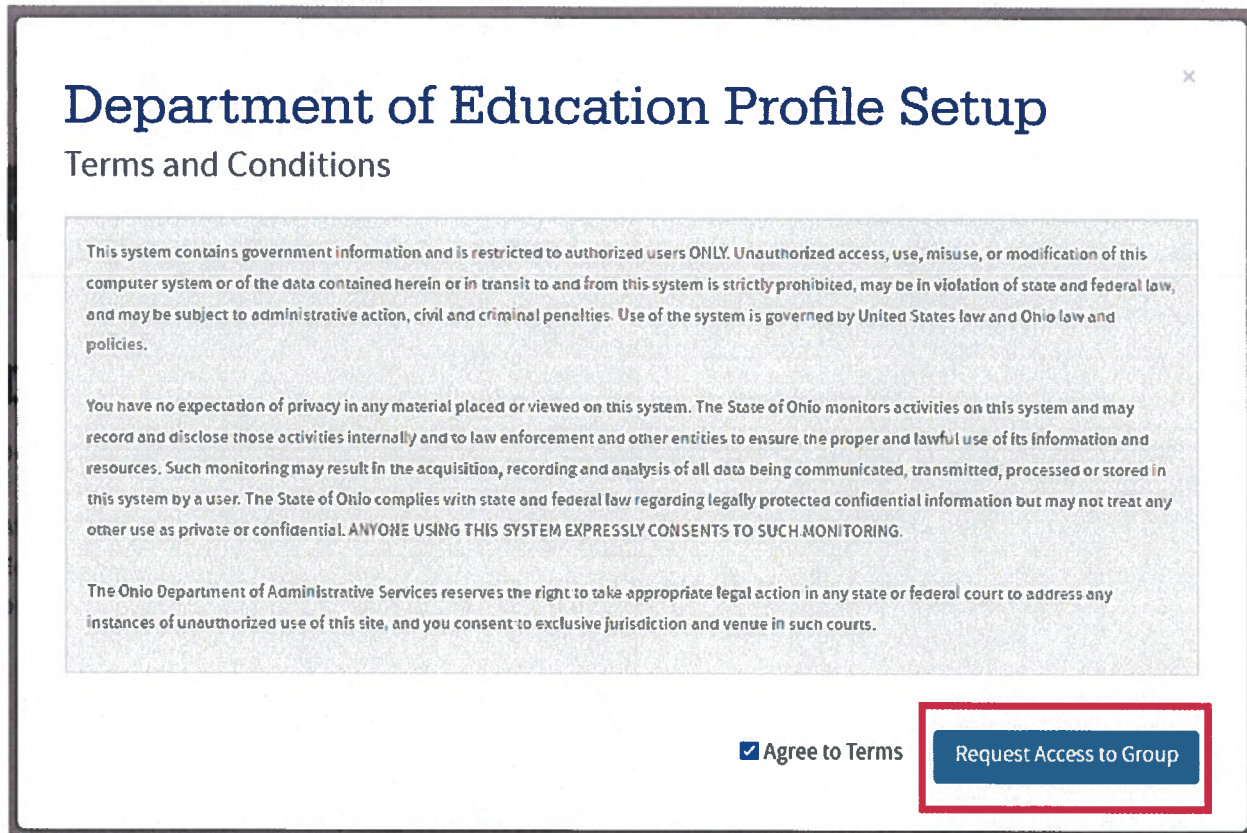
(Figure 10 OH|ID Apps Store)

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



(Figure 11 Department of Education Profile Setup Request Access)

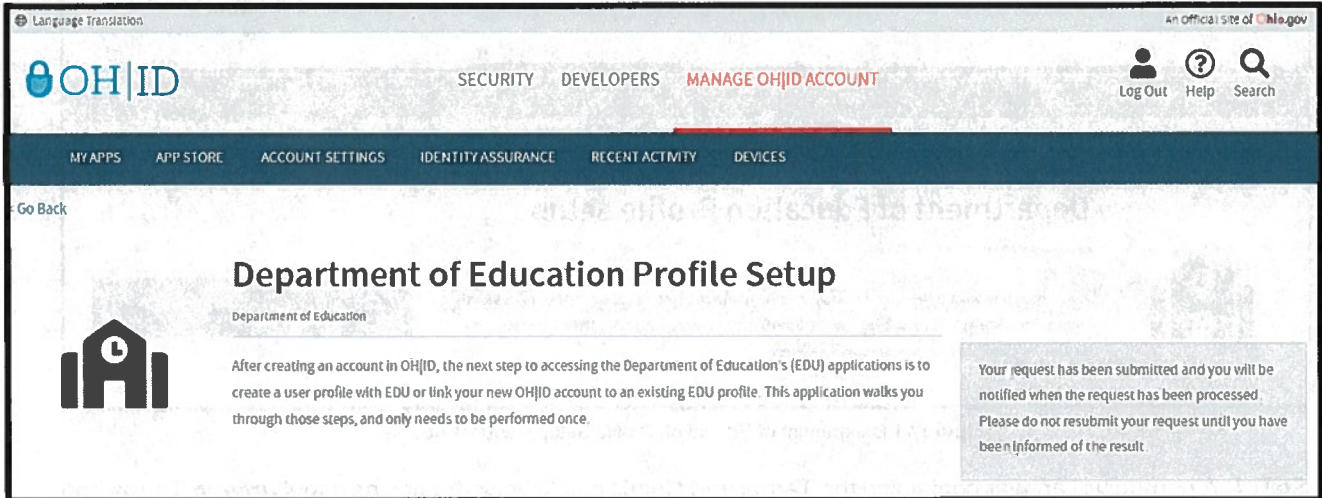
**Step 4. A pop-up will appear containing the Terms and Conditions. Check the box next to Agree to Terms and click Request Access to Group to proceed.**



(Figure 12 Terms and Conditions)

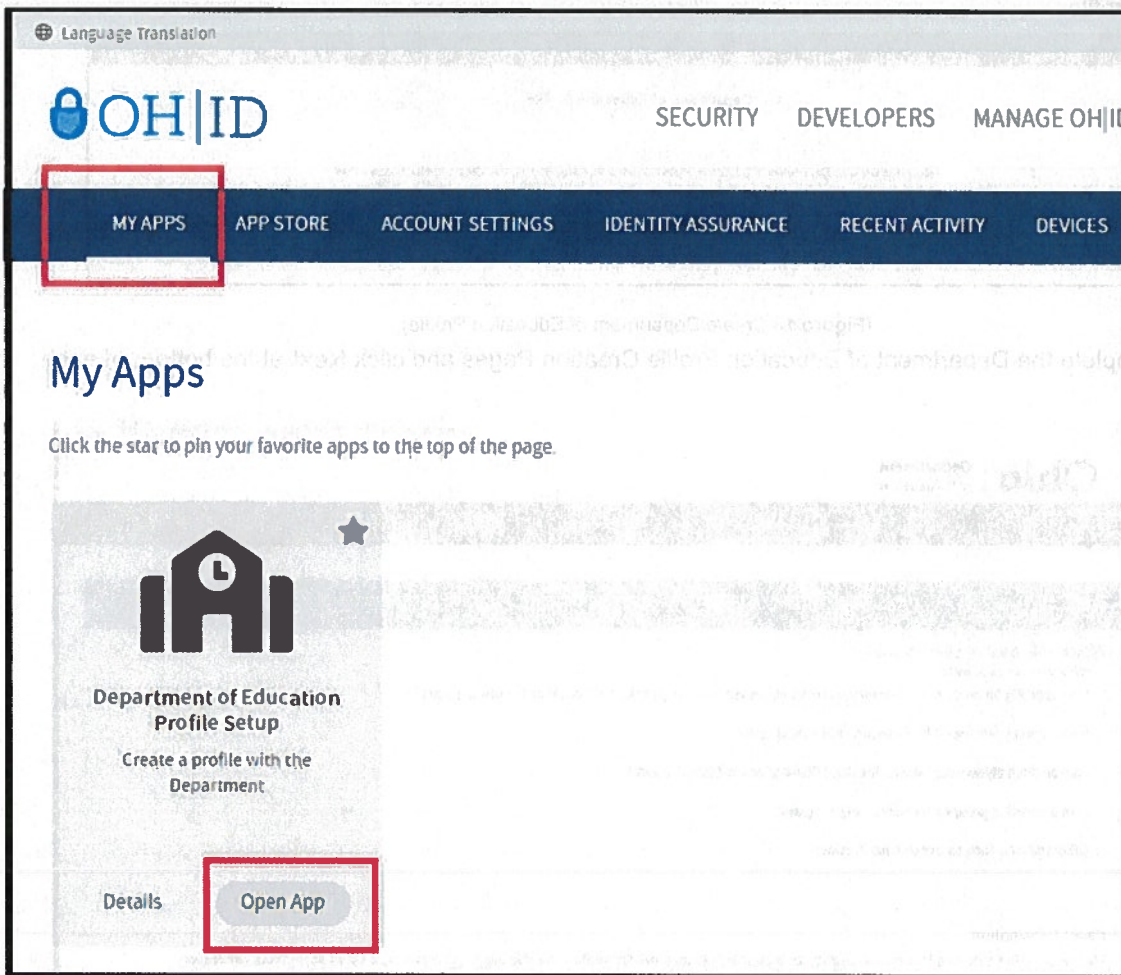


You may receive notification that your request to access the Ohio Department of Education Profile has been submitted. Check the email you used when setting up your OH|ID account to verify your request has been granted.



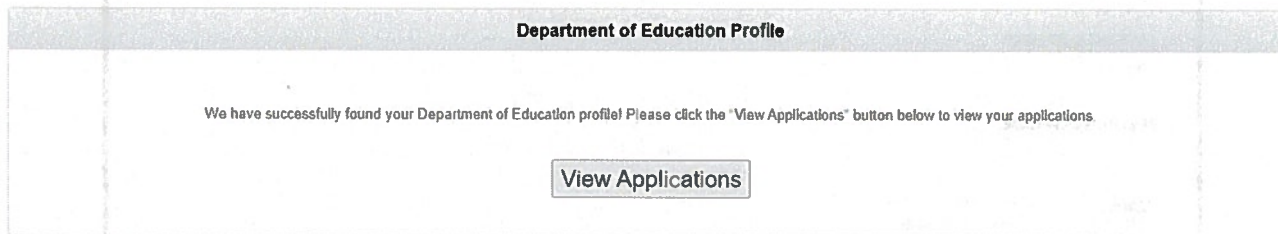
(Figure 13 Department of Education Profile Setup Request Submitted)

**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.

A screenshot of the "DEPARTMENT OF EDUCATION PROFILE CREATION PAGE". The page features the Ohio Department of Education logo and navigation links at the top. The main content area is titled "DEPARTMENT OF EDUCATION PROFILE CREATION PAGE" and contains a section for selecting a role. Below this is a "Basic Information" section with several input fields: "FIRST NAME" (with a "Required" label), "MIDDLE NAME" (with a "First name is required" error message), "CURRENT LAST NAME" (with a "Required" label), "PREVIOUS LAST NAME", "SSN" (with a "Required" label and a link for more information), and "BIRTH DATE" (with a "Required" label). A blue "NEXT" button is located at the bottom right of the form area.

(Figure 17 Department of Education Profile Creation Page)

Ohio Department of Education

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

CONTACT US

### DEPARTMENT OF EDUCATION PROFILE CREATION PAGE

**Contact Information**

**Home - Physical Address**

ADDRESS LINE 1:

ADDRESS LINE 2:

CITY:

STATE:

ZIP:

ZIP4:

PHONE NUMBER:

**Home - Mailing Address**

IS MAILING SAME AS PHYSICAL?

ADDRESS LINE 1:

ADDRESS LINE 2:

CITY:

STATE:

ZIP:

ZIP4:

**Identity Verification Information**

**OFFICE EMAIL ADDRESS**

**CONFIRM OFFICE EMAIL ADDRESS**

**HOME EMAIL ADDRESS**

**CONFIRM HOME EMAIL ADDRESS**

**OHIO DRIVER LICENSE OR STATE OF OHIO ID NUMBER:**

or

**UPLOAD VERIFICATION DOCUMENT**

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

**Account Information**

I agree to Ohio Department of Education [Terms of Service and Privacy Policy](#)

**NEXT** **GO BACK**

(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

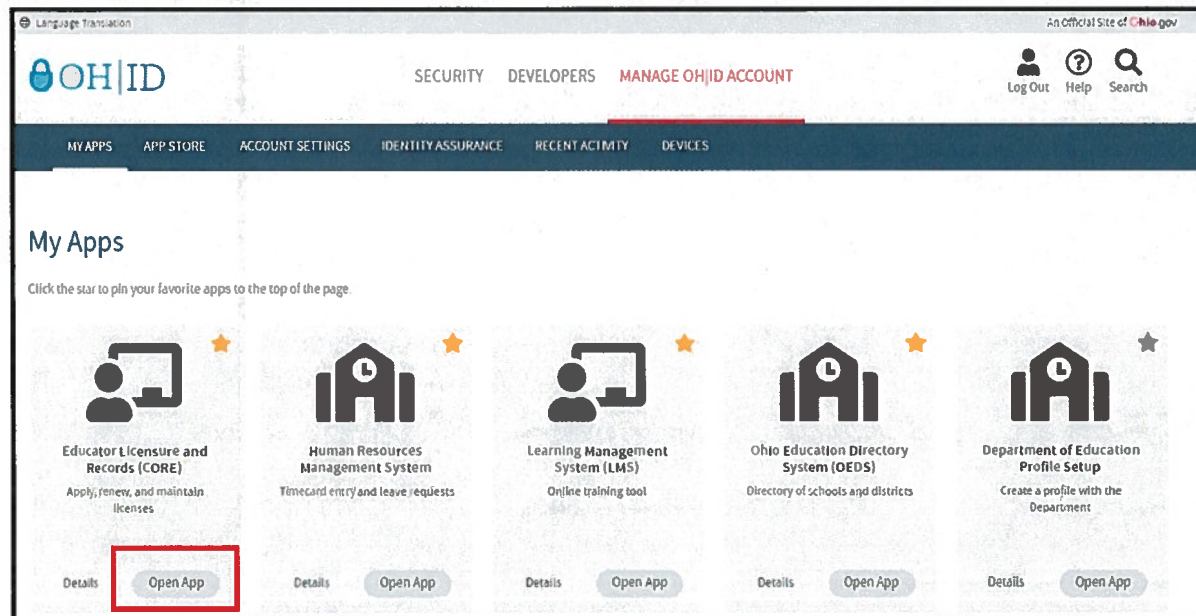
The Ohio Department of Education creates and assigns Educator State ID numbers to individuals for use in the CORE system. The Educator State ID is necessary to complete an application for licensure. Educator State IDs also help Department staff identify and eliminate the occurrence of duplicate records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

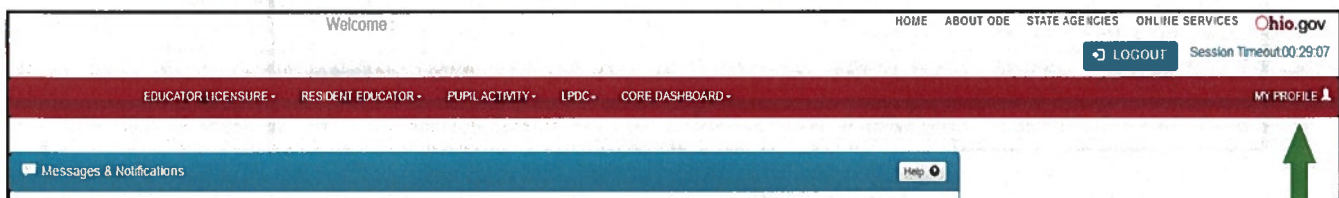
**Step 2.** After you have created an OH|ID account and Department of Education Profile, navigate to <https://ohid.ohio.gov/> and log in to your OH|ID account.

**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)

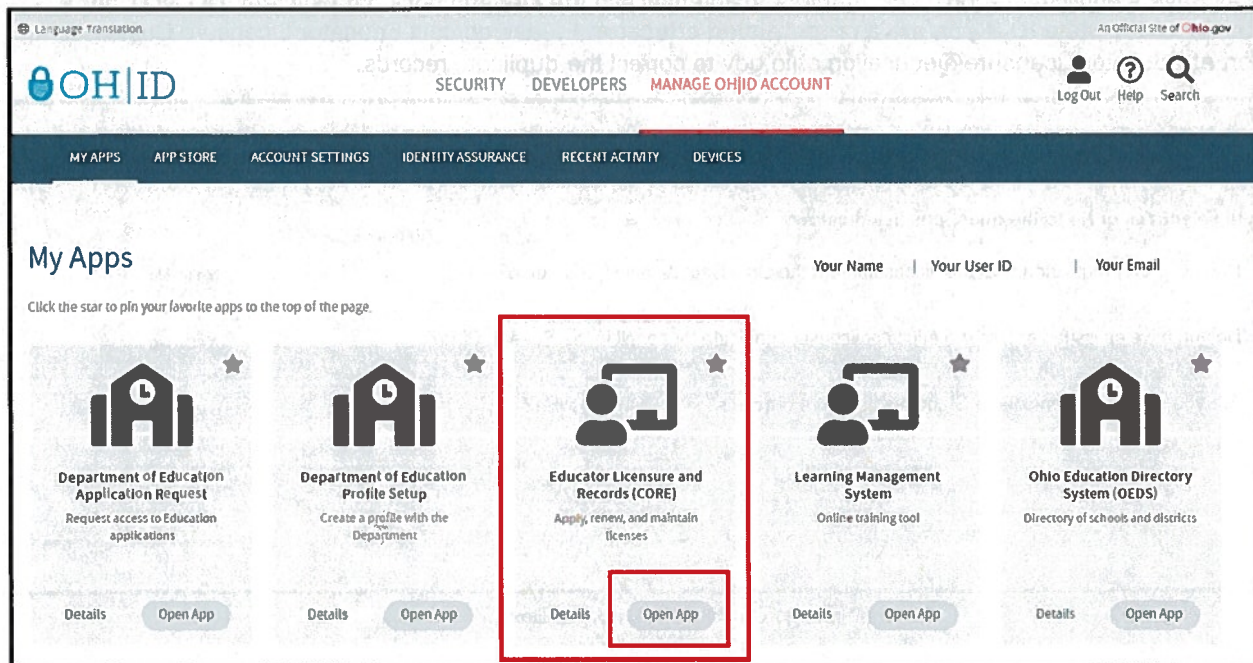
You are now ready to access your CORE Dashboard and submit an application for licensure. Please go to the **CORE Dashboard** section of this manual for important information regarding your CORE Dashboard.



## 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

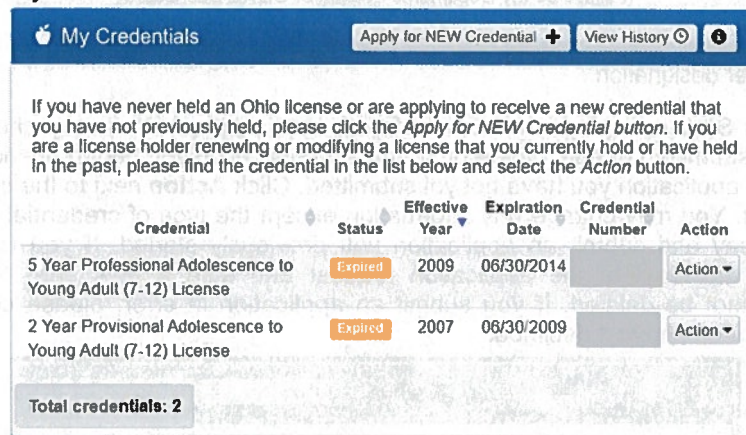
- The **Messages & Notifications** box at the top of the page displays the most recent notifications that may affect you.

- 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)

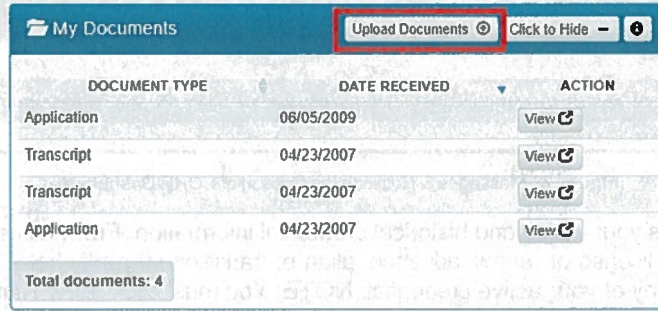
- My Account** displays your payment history and current account balance. You may make a payment from this section. Submitting a payment is easy with the secure, online system that accepts credit cards and electronic checks (e-checks) for licensure applications. You may also request a refund if you have a positive balance available that you will not be applying toward a future application.



(Figure 25 My Account Section of CORE Dashboard)

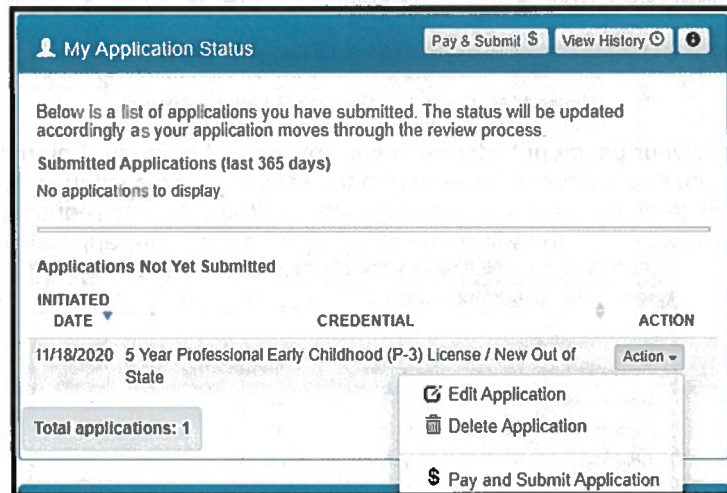


- **My Documents** displays documents you have uploaded to your account. You may upload required transcripts and other documents by clicking **Upload Documents** and following the prompts.



(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 and 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
- **Criminal History and Prior Licensure Discipline Questions.** Please refer to **Appendix A** of this manual for assistance with answering questions about criminal history or prior licensure disciplinary actions.
- **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.

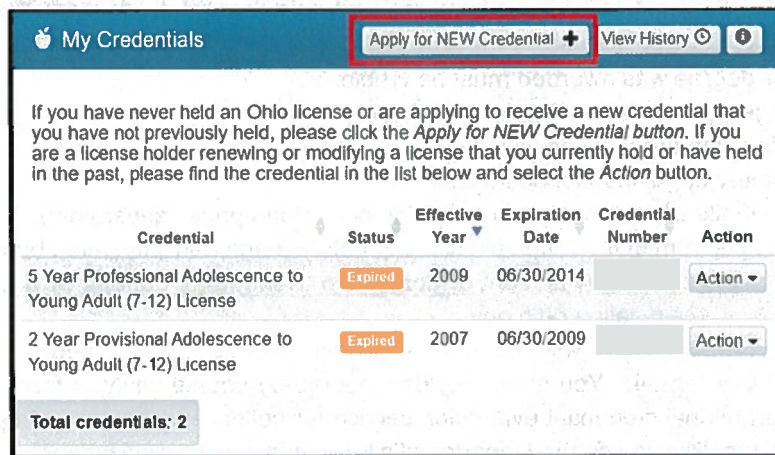
**Step 2.** Open the **Educator Licensure and Records (CORE)** app.

**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.

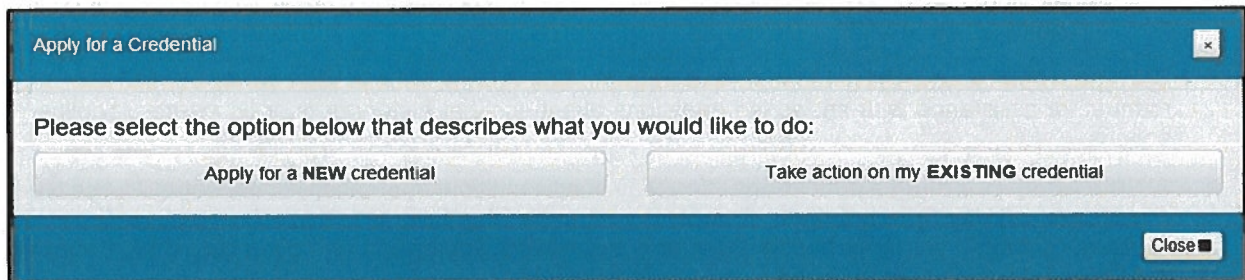
**PLEASE NOTE:** It is important to keep your information current. The Department uses the information in **My Profile** to contact applicants regarding their applications.

**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.**

Apply for a Credential

Please select the option below that describes what you would like to do:

Apply for a **NEW** credential | Take action on my **EXISTING** credential

**Teachers** | EDUCATION AIDES

Please select the type of the credential you would like and read the credential description below CAREFULLY before choosing which credential to apply for, to ensure you are applying for the correct credential and that you understand the associated requirements. You may click on any underlined link below for more information. Then click on 'Apply' to begin the application process.

- Resident Educator License - 4 Year**
- Professional Teaching License - 5 Year
- Provisional Career Tech Workforce Development License - 2 Yr
- Advanced Career Tech Workforce Development License - 5 Year
- Temporary Military Science License - 1 Year
- Associate License - 5 Year
- Interim License - 1 Year
- Supplemental Teaching License - 1 Year
- Visiting International Teacher License - 3 Year
- Out-of-State Educator License - 1 Year
- Provisional STEM (6-12) License - 2 Year
- 40 Hour STEM School Teaching Permit - 1 Year
- 12 Hour Teaching Permit - 1 Year

**Resident Educator License - 4 Year**

This application is to be used when applying for a **NEW TEACHING** license based on completion of an approved licensure program.

Applicants who completed an approved licensure program in another state, please click [here](#) for additional information about supporting documents that are required for this application.

**A new teaching license would be issued as a RESIDENT EDUCATOR license if the applicant: 1) is a new graduate, OR 2) holds another Ohio teaching license that is also a resident educator license or a provisional license.**

Please click [here](#) for information regarding required BCI and FBI criminal background checks for initial licensure.

Apply

\* STUDENT MONITOR - 1 YEAR

(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
- Buttons:** "Start Application Process" (red) and "Close" (grey) at the bottom right.

(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:

- PLEASE NOTE:** A yellow callout box with the text: "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" (blue) and "Reset" (red) buttons.
- Buttons:** "Start Application Process" (red) and "Close" (grey) at the bottom right.

(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 (please refer to **Appendix A** of this manual for assistance with answering criminal history questions).

The screenshot shows the 'Requested Credential(s)' screen. At the top, it displays '4 Year Resident Educator Intervention Specialist (K-12) License'. Below this, there are four main sections: 'Credential:', 'Action:', 'Effective:', and 'Will Expire:'. The 'Credential:' field contains '4 Year Resident Educator Intervention Specialist (K-12) License'. The 'Action:' field is 'New Out of State'. The 'Effective:' field is a dropdown menu set to '07/01/2020'. The 'Will Expire:' field is '06/30/2024'. Under 'Teaching Fields:', there are five checkboxes: 'Gifted [196212]', 'Hearing Impaired (PK-12) [196116]', 'Mild/Moderate [196140]' (which is checked), 'Moderate/Intensive [196142]', and 'Visually Impaired (PK-12) [196109]'.

(Figure 33 Requested Credential Screen)

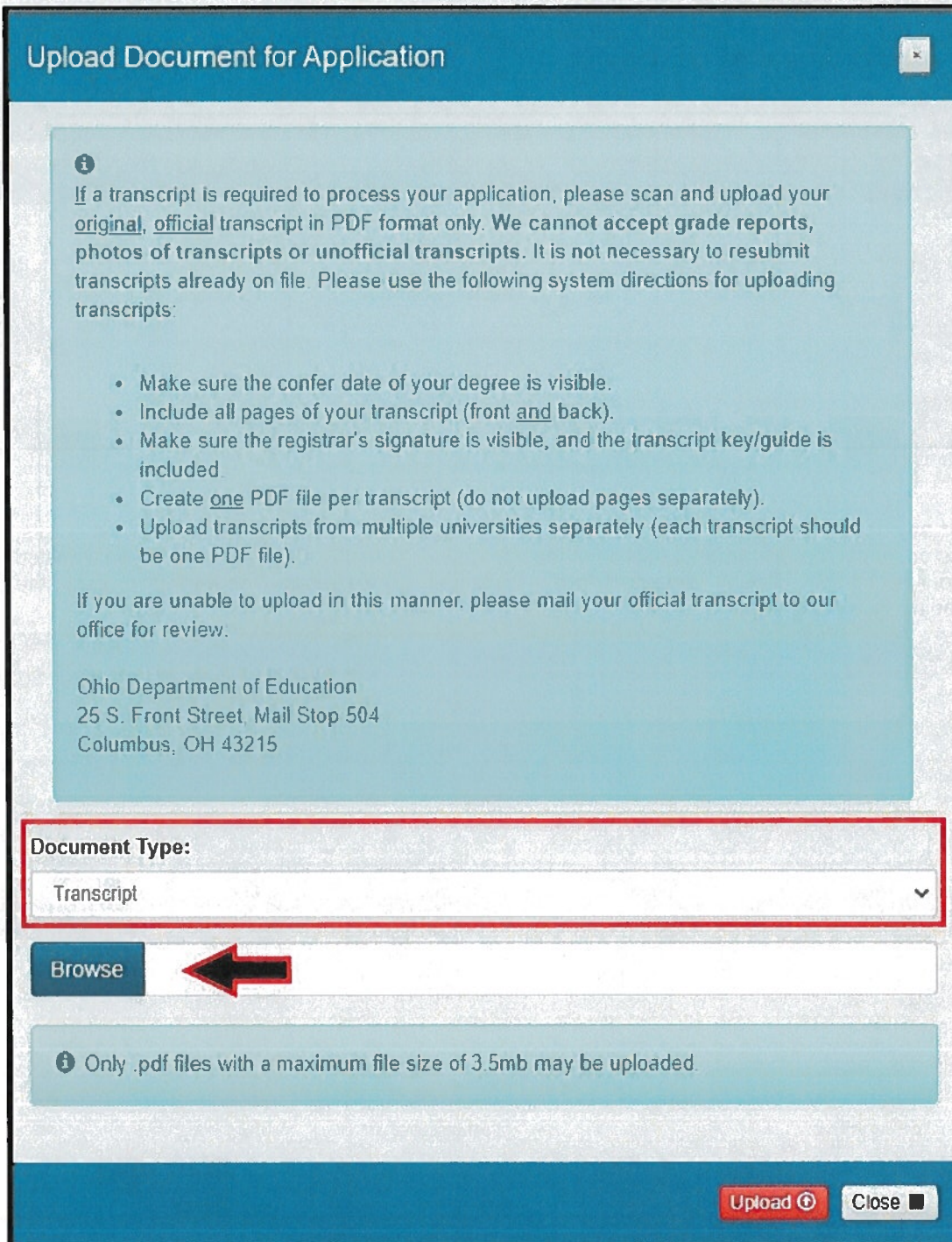
**Step 9a.** Upload any documents required for the licensure application, such as official university transcripts, military ID and so on, under the **Documents** section of the application. You may also view previously submitted documents in your account by clicking **View** next to the document. Click **Upload Documents** to begin the process of uploading your documents.

The screenshot shows the 'Documents' section. At the top right, there is an 'Upload Documents' button. Below it, a blue box contains an information icon and the text: 'Please click here to determine if documents are required for this application.' Below this, another blue box states: '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.' A bulleted list follows: 'Out of State License Copy', 'Out of State License Eligibility Verification', 'Transcript', 'Verification of Military Service - Military Fee Waiver Only', 'Work Experience Verification', and 'Licensure Assessment'. Below the list, there are two sections: 'Application Documents' which says 'No documents to display.', and 'Previously Submitted Documents'. This section contains a table with columns 'DOCUMENT TYPE' and 'DATE RECEIVED'. The table has two rows: 'Application' with date '06/05/2009' and 'Transcript' with date '04/23/2007'. Each row has a 'View' button with a document icon. A red arrow points to the 'View' button for the 'Application' document.

(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.

Document uploaded successfully

**Documents** Upload Document

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**

DOCUMENT TYPE	DATE RECEIVED	Action
Transcript	12/14/2020	<a href="#">View</a> <a href="#">Delete</a>

Total documents: 1

(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.

✓ Required Application Signatures

Superintendent Signature

045856 Find Reset

(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.

Applicant Signature

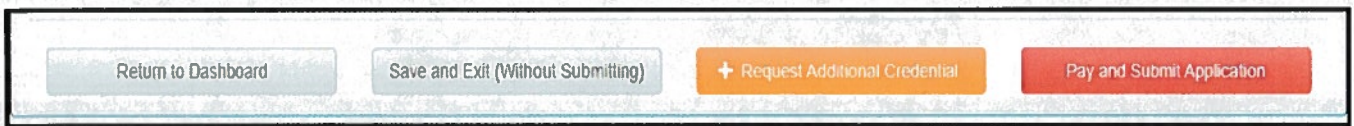
I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed. I understand that I am responsible for the correctness of this application 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 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.

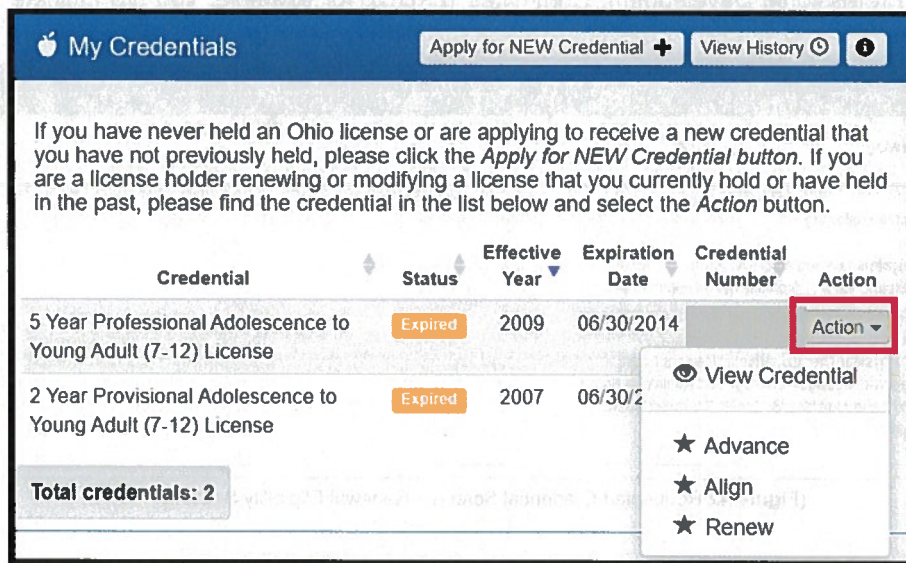
**Step 2.** Open the **Educator Licensure and Records (CORE)** app.

**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**.



**My Credentials** Apply for NEW Credential + View History ?

If you have never held an Ohio license or are applying to receive a new credential that you have not previously held, please click the *Apply for NEW Credential* button. If you are a license holder renewing or modifying a license that you currently hold or have held in the past, please find the credential in the list below and select the *Action* button.

Credential	Status	Effective Year	Expiration Date	Credential Number	Action
5 Year Professional Adolescence to Young Adult (7-12) License	Expired	2009	06/30/2014		Action ▾
2 Year Provisional Adolescence to Young Adult (7-12) License	Expired	2007	06/30/2014		View Credential

Total credentials: 2

- ★ Advance
- ★ Align
- ★ Renew

(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 (please refer to **Appendix A** of this manual for assistance with answering criminal history questions).

**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

**i** 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.

### Upload Document for Application

**i** If a transcript is required to process your application, please scan and upload your original, official transcript in PDF format only. We cannot accept grade reports, photos of transcripts or unofficial transcripts. It is not necessary to resubmit transcripts already on file. Please use the following system directions for uploading transcripts.

- Make sure the confer date of your degree is visible.
- Include all pages of your transcript (front and back).
- Make sure the registrar's signature is visible, and the transcript key/guide is included
- Create one PDF file per transcript (do not upload pages separately)
- Upload transcripts from multiple universities separately (each transcript should be one PDF file)

If you are unable to upload in this manner, please mail your official transcript to our office for review:

Ohio Department of Education  
25 S. Front Street, Mail Stop 504  
Columbus, OH 43215

**Document Type:**  
Transcript

**Browse** ←

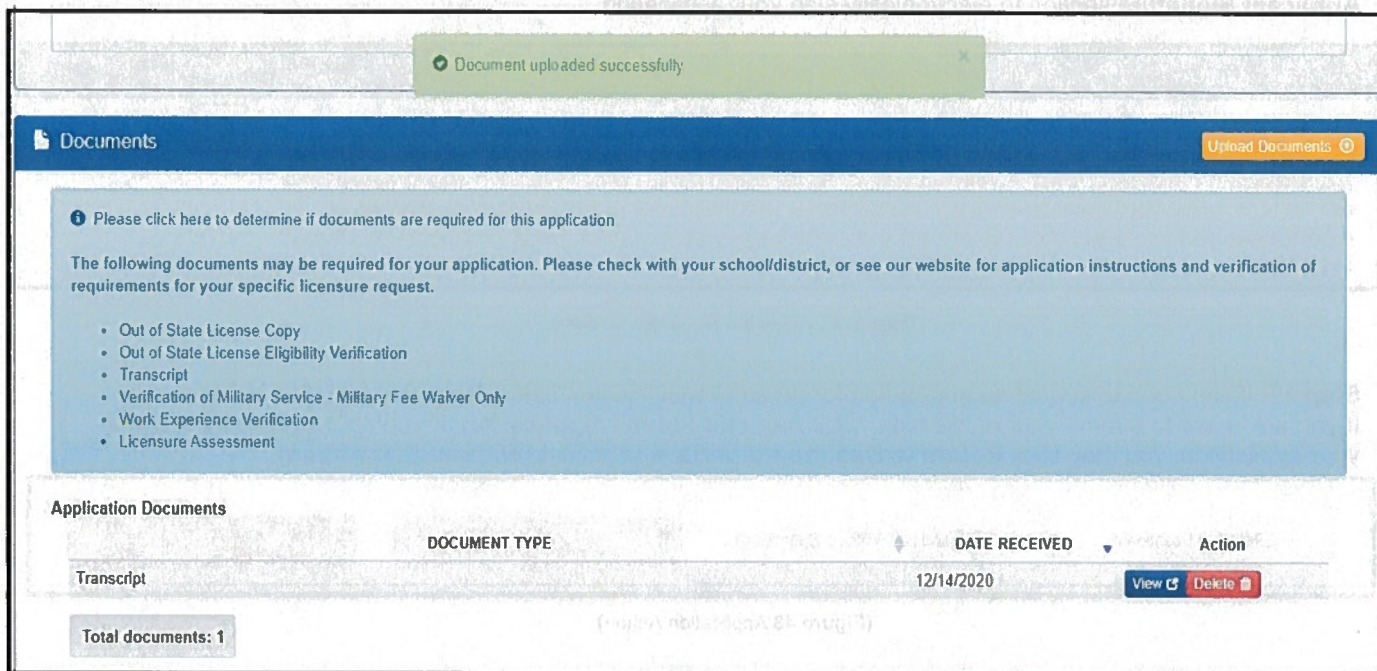
**i** Only pdf files with a maximum file size of 3.5mb may be uploaded

**Upload** **Close**

(Figure 44 Document Upload Pop Up Window)

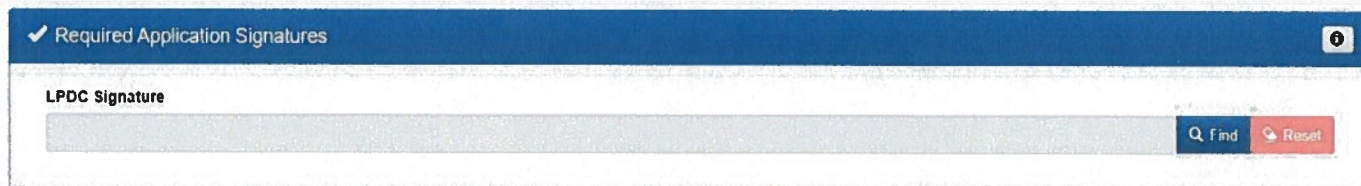


**Step 8c.** Select your document and click **Upload**. You will then see your uploaded document under **Application Documents**. You may view or delete the document before proceeding with the rest of the application.



(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**.

My Application Status Pay & Submit \$ View History

Below is a list of applications you have submitted. The status will be updated accordingly as your application moves through the review process.

**Submitted Applications (last 365 days)**  
No applications to display.

---

**Applications Not Yet Submitted**

INITIATED DATE	CREDENTIAL	ACTION
12/18/2020	1 Year Substitute Multi-Age PK-12 License / New In State	Action
12/18/2020	1 Year Educational Aide Educational A	<ul style="list-style-type: none"> <li>Edit Application</li> <li>Delete Application</li> <li>Pay and Submit Application</li> </ul>
12/18/2020	5 Year Professional Adolescence to Yo Renew	

Total applications: 3

(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.

**Pay and Submit Applications**

**\$ Credential Applications Payment**

You have started the following Credential Applications:

Initiated	Credential(s)	Include	Do Not Include
12/18/2020	5 Year Professional Adolescence to Young Adult (7-12) License / Renew	Include	Do Not Include
12/18/2020	1 Year Educational Aide Educational Aide Permit / New In State	Include	Do Not Include
12/18/2020	1 Year Substitute Multi-Age PK-12 License / New In State	Include	Do Not Include

**Total Amount Due**

This amount reflects the total amount due based on your selection(s) and any positive or negative balances in your account. Please submit the amount shown.

**Total Amount Due:**  
\$50.00

Continue Close

(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.

**Payment**

You are navigating to an external site for payment processing. Please do not use your browser's "back" button. Processing may take a few minutes. You will receive an email when your payment is processed.

Continue Cancel

(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**.

**Choose Payment Method**

Payment Amount: \$25.00

Payment Method: ---SELECT---

Cancel 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

PAY TO THE ORDER OF \$ \_\_\_\_\_ DOLLARS  
 FOR \_\_\_\_\_

Routing Number: 122105278  
 Account Number: 6724301068  
 Check Number: 2400

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

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**Ohio Department of Education - Educator Licensure**

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**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:   
 \* Expiration Month:   
 \* Card Security Code:   
 \* Credit Card Type:   
 \* Expiration Year:

---

**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.



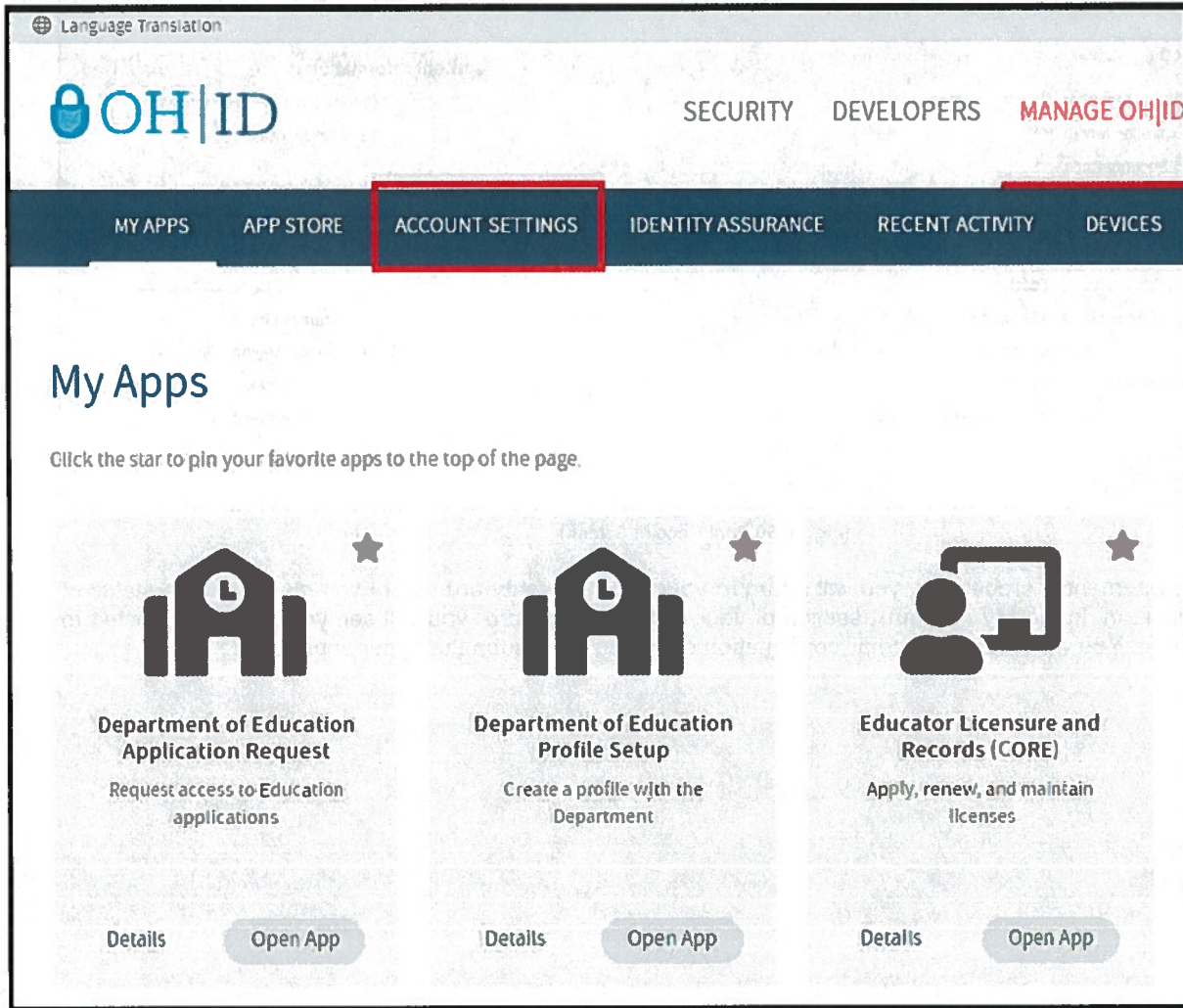
## Edit Personal Information

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

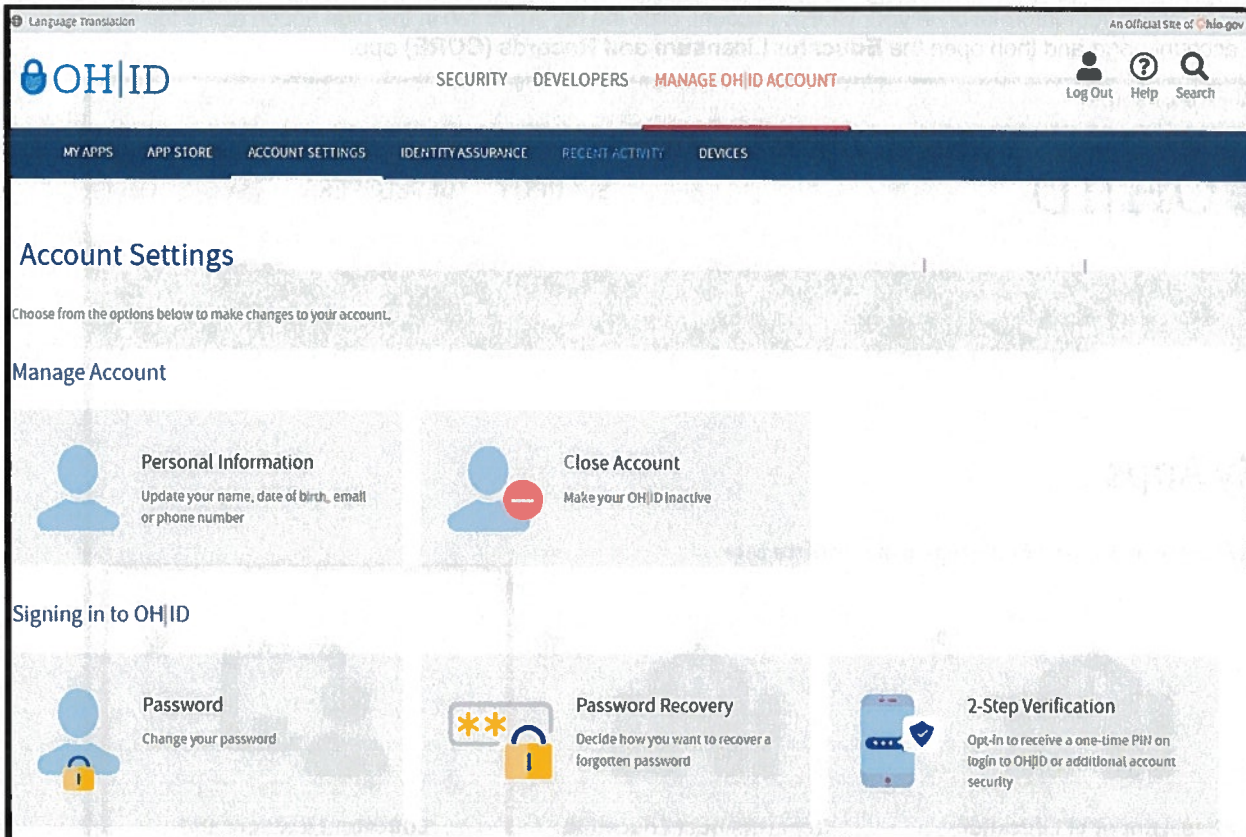
Begin by navigating to <https://ohid.ohio.gov/> and log in to your OH|ID account. Then follow the steps below.

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



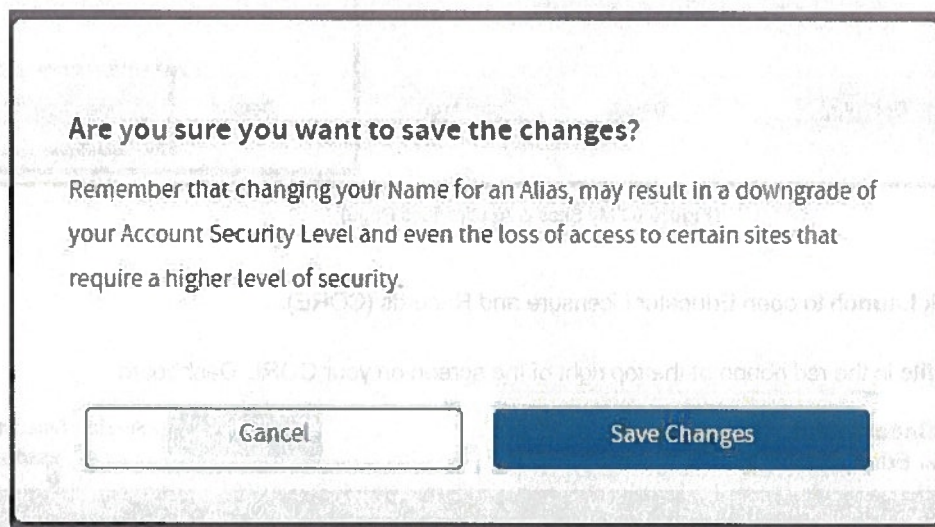
(Figure 57 OH|ID My Apps Screen)

**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**.



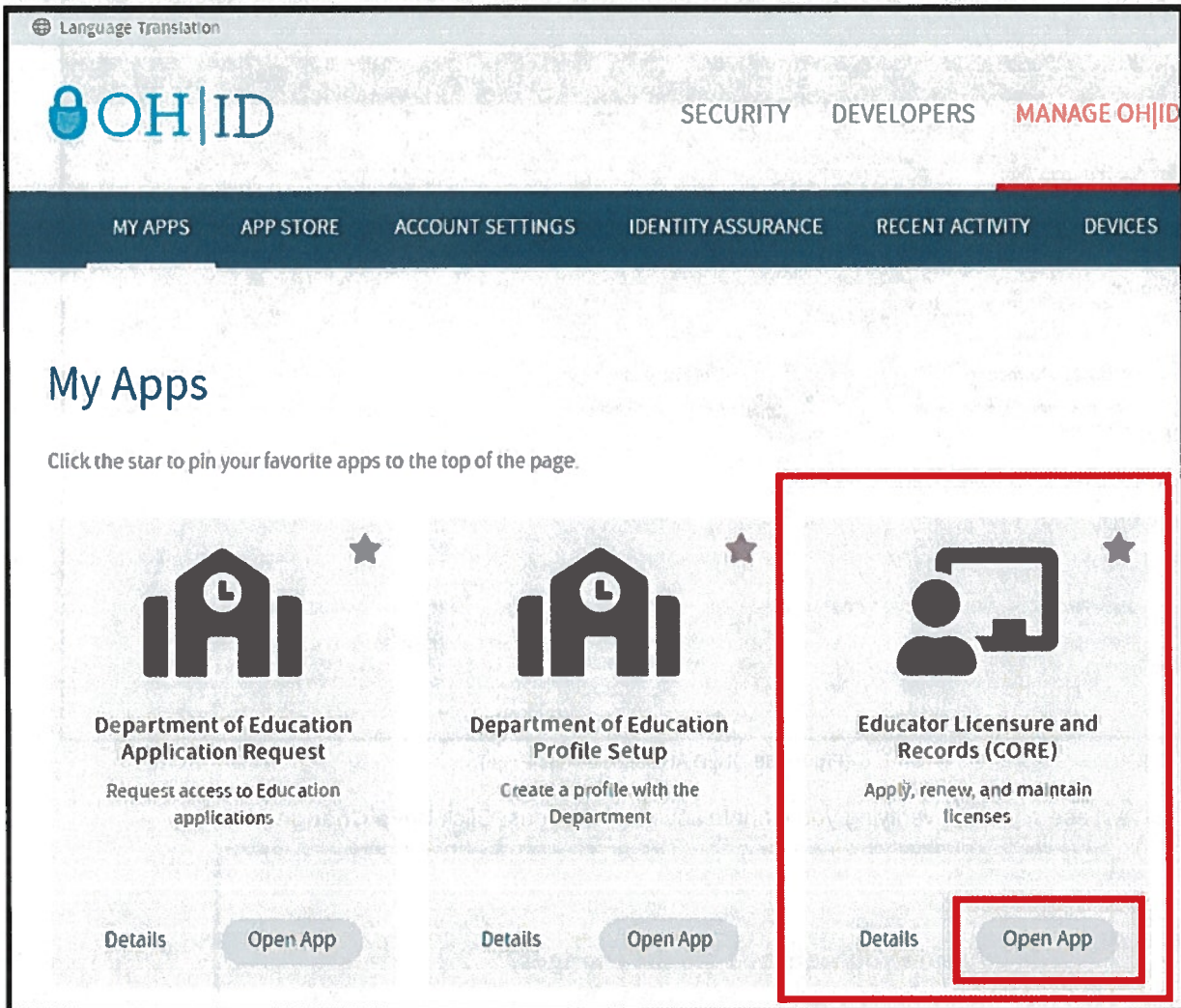
(Figure 59 Save Changes Screen)



(Figure 60 OH|ID Account Screen)

## PART 2: UPDATE CORE ACCOUNT

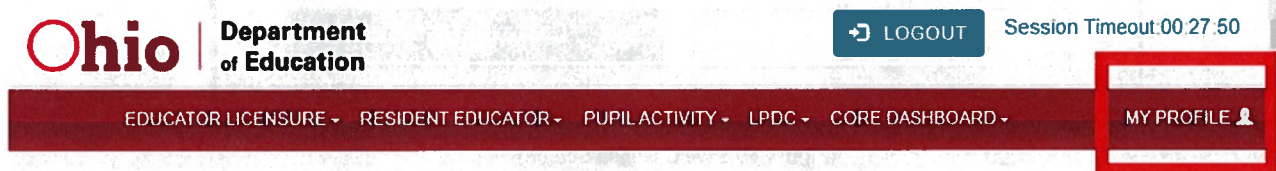
**Step 1.** To update your information in your CORE account, click the **My Apps** tab in the blue ribbon at the top of your OH|ID account page and then open the **Educator Licensure and Records (CORE)** app.



(Figure 60 My Sites & Applications Page)

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.





# Appendix A

## CRIMINAL HISTORY AND PRIOR LICENSURE DISCIPLINE QUESTIONS

This section of the licensure application requires you to answer five questions related to your criminal history and prior professional license discipline. Keep in mind that you are required to disclose the information requested in the following questions regardless of how much time has passed since the incident occurred or whether you have previously disclosed the offense to the Department. For additional information, please see the Department's [Criminal Records webpage](#).

Please see below for specific instructions on each question. If, after reviewing the guidance below, you still need assistance in completing your responses to these specific questions, you may contact [Educator.Conduct@education.ohio.gov](mailto:Educator.Conduct@education.ohio.gov).

### Have you ever been convicted of any criminal offense (except misdemeanor traffic offense)?

1. Click **Yes** if you have any criminal convictions, misdemeanors and/or felonies, guilty pleas, convictions based on plea of no contest or a plea of nolo contendere (including an Alford plea), and felony traffic offenses.
2. If you click **Yes**, you will be directed to provide full details of each conviction:
  - a. Fill out the **Year** of conviction;
  - b. Select **Offense** from the drop-down menu (if you are unsure of your specific offense, you may choose "Other, Unknown" and then provide a detailed **Explanation** describing the offense); and
  - c. Provide an **Explanation**. Note: An explanation is not required, unless "Other, Unknown" is selected as offense type.
3. After you have filled in the **Year**, **Offense**, and **Explanation**, you must click the blue **Add** button to complete your reporting of that conviction.
4. Repeat this process for each conviction.

Have you ever been convicted of any criminal offense (except misdemeanor traffic offenses)? Yes No

You **MUST** disclose

- all criminal convictions
- misdemeanors and felonies
- guilty pleas
- convictions based on a plea of no contest or a plea of nolo contendere, including an Alford plea
- felony traffic offenses

Please provide full details of each conviction and then select "Add"

<b>Year</b>	<b>Offense</b>	<b>Add</b>	<b>Clear</b>
<input type="text"/>	<input type="text" value="Please select..."/>	<input type="button" value="Add"/>	<input type="button" value="Clear"/>
<b>Explanation</b>			
<input style="width: 100%;" type="text"/>			

Year	Offense	Action
2010	Criminal Trespass	<input type="button" value="x"/>

(Figure 63 Criminal Conviction Legal Question)

**Are you currently a defendant in a pending criminal court case (except misdemeanor traffic offenses)?**

1. Click **Yes** if you have a pending criminal case that has not yet been resolved.
2. If you click **Yes**, you will be directed to provide full details of your pending criminal court case:
  - a. Select **Offense** from the drop-down menu (if you are unsure of your specific offense, you may choose "Other, Unknown" and then provide a detailed **Explanation** describing the offense); and
  - b. Provide an **Explanation**. Note: An explanation is not required, unless "Other, Unknown" is selected as offense type.
3. After you have filled in the **Offense** and **Explanation**, you must click the blue **Add** button to complete your reporting of that pending criminal court case.
4. Repeat this process for each pending criminal court case.

**Have you ever participated in a criminal diversion program?**

1. Click **Yes** if you have participated in a first offender's program, a treatment in lieu of conviction program, or any other type of diversion program.
2. If you click **Yes**, you will be directed to provide details of your criminal diversion program:
  - a. Fill out the **Year** of criminal diversion program;
  - b. Select **Offense** from the drop-down menu (if you are unsure of your specific offense, you may choose "Other, Unknown" and then provide a detailed **Explanation** describing the offense); and
  - c. Provide an **Explanation**. Note: An explanation is not required, unless "Other, Unknown" is selected as offense type.
3. After you have filled in the **Year**, **Offense**, and **Explanation**, you must click the blue **Add** button to complete your reporting of that criminal diversion program.
4. Repeat this process for each criminal diversion program.

**Have you ever had a criminal conviction or guilty plea sealed or expunged (except misdemeanor traffic offenses)?**

1. Click **Yes** if you have ever had any criminal conviction or guilty plea sealed or expunged by a court. Ohio Revised Code Section 3319.292 grants the Department the authority to ask questions about an applicant's sealed or expunged convictions.
2. If you click **Yes**, you will be directed to provide details of your sealed or expunged case.
  - a. Fill out the **Year** your case was sealed or expunged. **Please make sure to also fill out the Conviction Question above for this case with its appropriate year of conviction;**
  - b. Select **Offense** from the drop-down menu (if you are unsure of your specific offense, you may choose "Other, Unknown" and then provide a detailed **Explanation** describing the offense); and
  - c. Provide an **Explanation**. Note: An explanation is not required, unless "Other, Unknown" is selected as offense type.
3. After you have filled in the **Year**, **Offense**, and **Explanation**, you must click the blue **Add** button to complete your reporting of that sealed or expunged case.
4. Repeat this process for each sealed or expunged case.



**Has disciplinary action ever been taken regarding any professional certificate, license, registration, or permit that you hold or have held in Ohio or any other state or place?**

1. Click **Yes** if you have ever had any professional license, certificate, registration, or permit discipline, including letters of admonishment, reprimands, voluntary surrenders, suspensions, limitations, revocations, denials, disciplinary settlement agreements (consent agreements), or any other disciplinary actions.
2. If you click **Yes**, you will be directed to provide full details of your professional license discipline:
  - a. Fill out the **Year** of your discipline;
  - b. Fill out the **State and Agency** where the discipline was from (example: Ohio Department of Education or Kentucky Board of Nursing);
  - c. Select the **Discipline Type** from the drop-down menu (if you are unsure of your specific Discipline Type, you may choose "Any Other Disciplinary Actions" and then provide a detailed **Explanation** describing the disciplinary action); and
  - d. Provide an **Explanation** of the disciplinary action. Note: An explanation is not required, unless "Any Other Disciplinary Actions" is selected as Discipline Type.
3. After you have filled in the **Year, State/Agency, Discipline Type, and Explanation**, you must click the blue **Add** button to complete your reporting of that professional license discipline.
4. Repeat this process for each professional license discipline.

Has disciplinary action ever been taken regarding any professional certificate, license, registration, or permit that you hold or have held in Ohio or any other state or place? Yes No

You **MUST** disclose:

- letters of admonishment
- reprimands
- voluntary surrenders
- suspensions
- limitations
- revocations
- denials
- disciplinary settlement agreements
- any other disciplinary actions

Please provide full details of each disciplinary action and then select "Add"

Year:  State/Agency:  Discipline Type:  Add Clear

Explanation:

Year	State/Agency	Discipline Type	Action
2005	Ohio Department of Education	Letters of Admonishment	✖

(Figure 64 Disciplinary Action Legal Question)

## CRIMINAL HISTORY AND PRIOR LICENSURE DISCIPLINE ERROR MESSAGES

If you improperly fill out any of the required sections above, you will receive an error message when trying to submit your application. Below are some common errors and instructions for how to resolve them.

1. **Leaving the Explanation Box Blank.** If you select one of the **Other** categories for offense or discipline type, you are required to complete the **Explanation** box. You will receive an error message when you click the blue **Add** button until you complete this step.

The screenshot shows a web form with a red error message box at the top that reads "Offense data missing or invalid". Below the message, it says "Please provide valid data for:" followed by a bullet point "Explanation". A red "OK got it" button is at the bottom right of the message box. The background form contains several questions: "Are you currently a defendant in a pending criminal case?", "Have you ever participated in a criminal case?", "You MUST disclose" (with sub-points: all first offender's programs, all treatment in lieu of conviction programs, any other diversion program), and "Have you ever had a criminal conviction or guilty plea sealed or expunged (except misdemeanor traffic offenses)?". Below these is a table for adding offenses with columns for "Year" (2010) and "Offense" (Other, Unknown). There are "Add" and "Clear" buttons next to the table. At the bottom, it says "No offense data provided".

(Figure 65 Legal Question Explanation Missing Error Message)

2. **Forgetting to Click the Add Button.** If you do not click the blue **Add** button when you have finished filling out the appropriate conviction, pending criminal case diversion, sealed/expunged case, or license discipline, you will see the **Offense Was Not Added** error message. You must click the blue **Add** button to add your entered offense to the list.

The screenshot shows a blue header with a checkmark icon and the text "Applicant Signature". Below the header is a white box with a red border containing the text: "Please correct the following : - Missing data for disciplinary action - Offense was not added for disciplinary action".

(Figure 66 Legal Question Offense Not Added Error Message)

3. **Conflicting Information in Applications.** If on a previously submitted application to the Department you answered **Yes** to any of these questions but answer **No** on your current application, you will receive an error message. You should either answer **Yes** and add the correct information to the appropriate question, or if the information you entered on the previous application was incorrect, you may click to bypass this error and submit your current application.



