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.

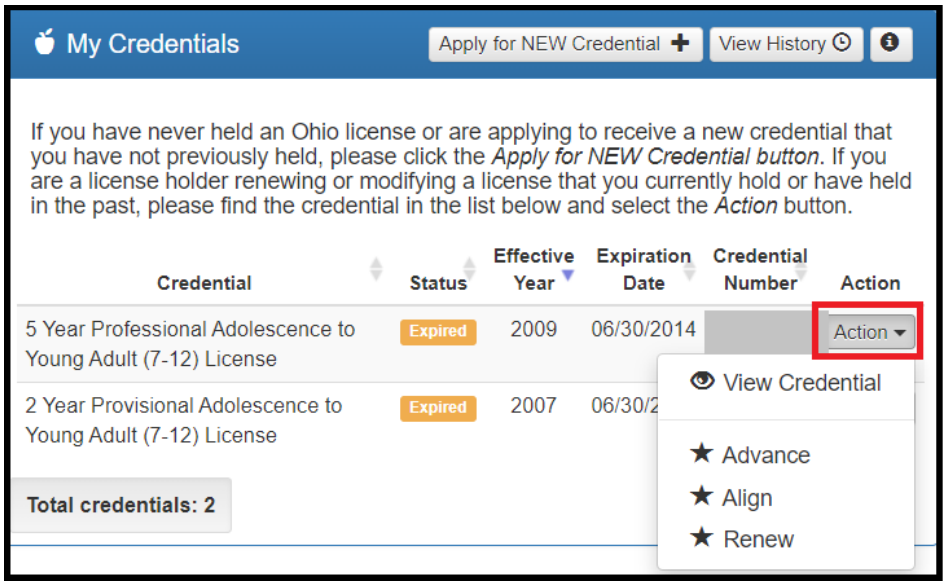
Step 2. Open the **Educator Licensure and Records (CORE)** app.

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.

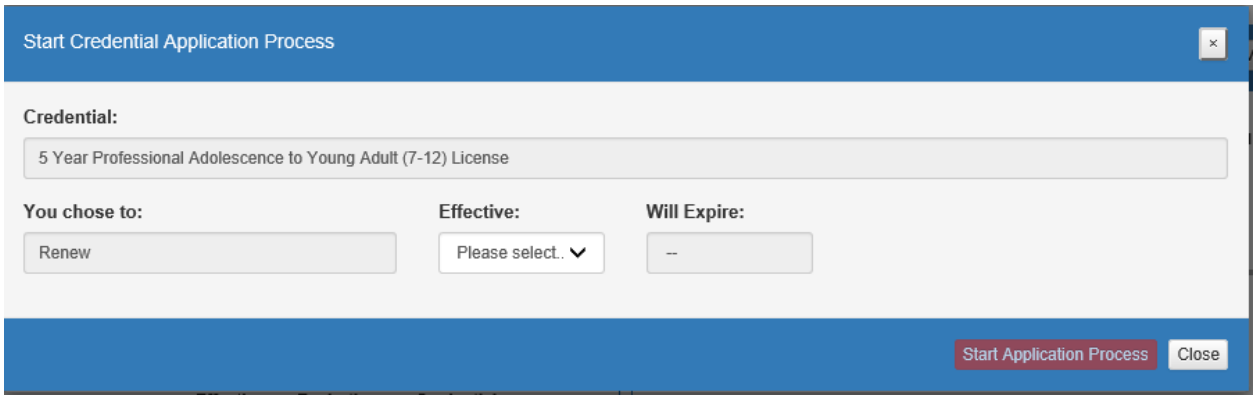
PLEASE NOTE: It is important to keep your information current. The Department uses the information in **My Profile** to contact applicants regarding their applications.

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**.



(**Figure 40** My Credentials Section of CORE Dashboard)

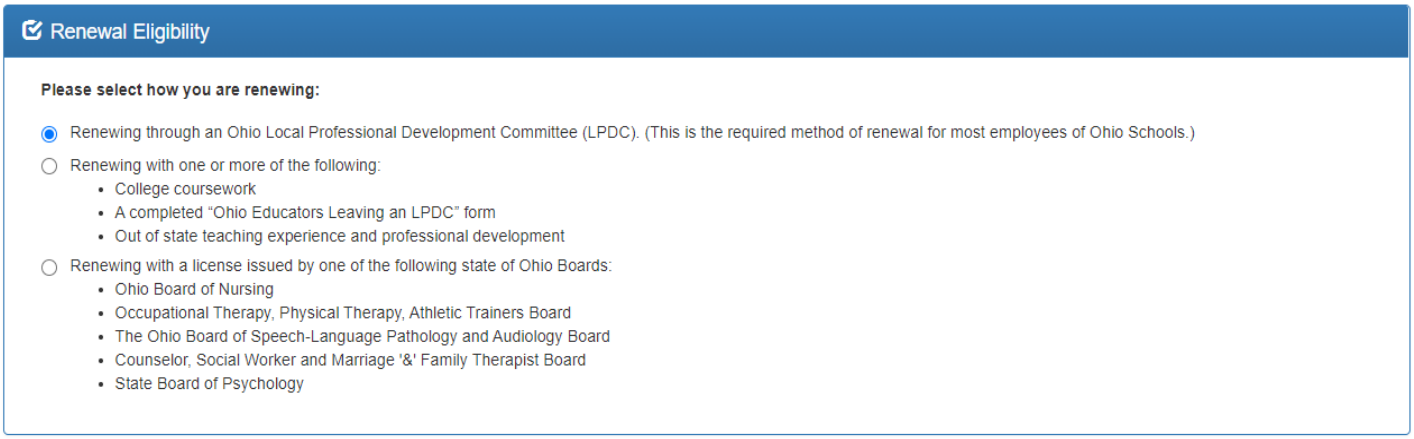
Step 5. Make the appropriate selections in the pop-up box, such as selecting the effective date, and click **Start Application Process**.



(**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)

No Step 8 is needed, so it has been deleted

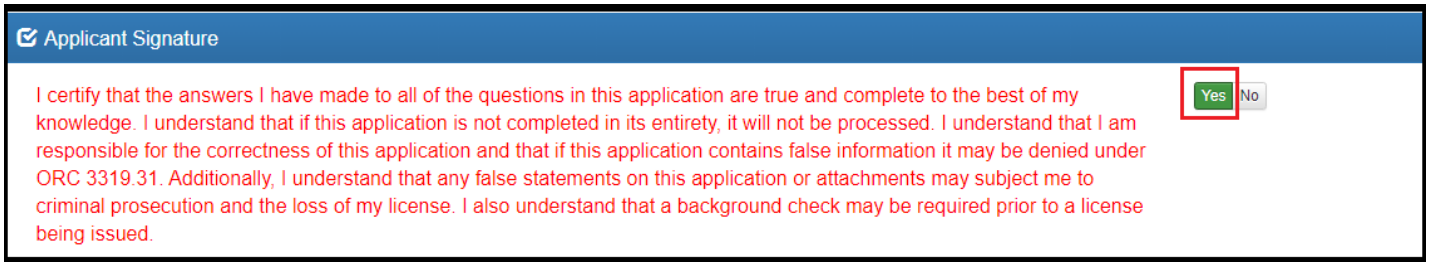
Step 9. If your application requires approval from your employer (for renewal) or your university (to add an area), the **Required Application Signatures** section will populate in the application. If you indicated that you are renewing through your LPDC, for example, the prompt will include a box for you to enter your LPDC's IRN or name.



(**Figure 46** Requested Credential Screen – Required Application Signatures Section)

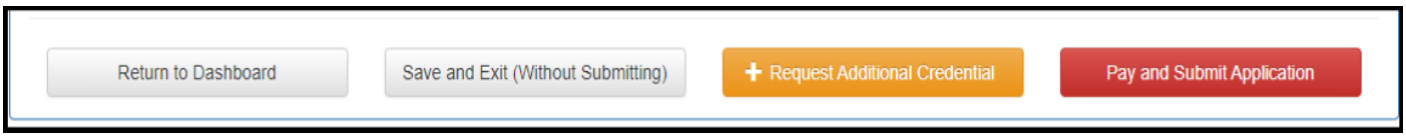
Waynedale LPDC IRN: 013475

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.



(**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)**.



(**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.

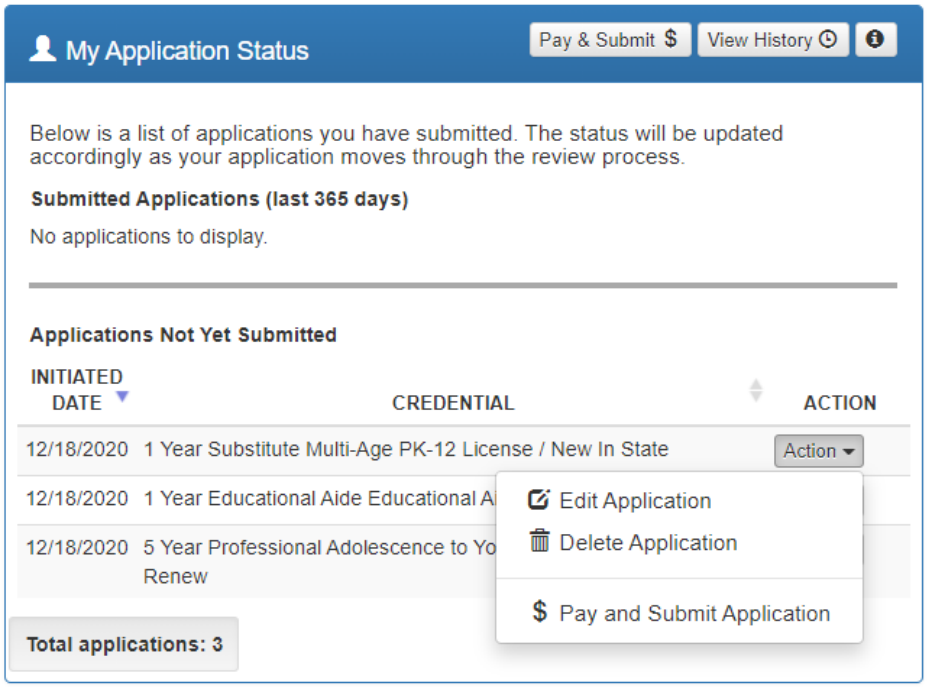
APPLICATION PAYMENT

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.

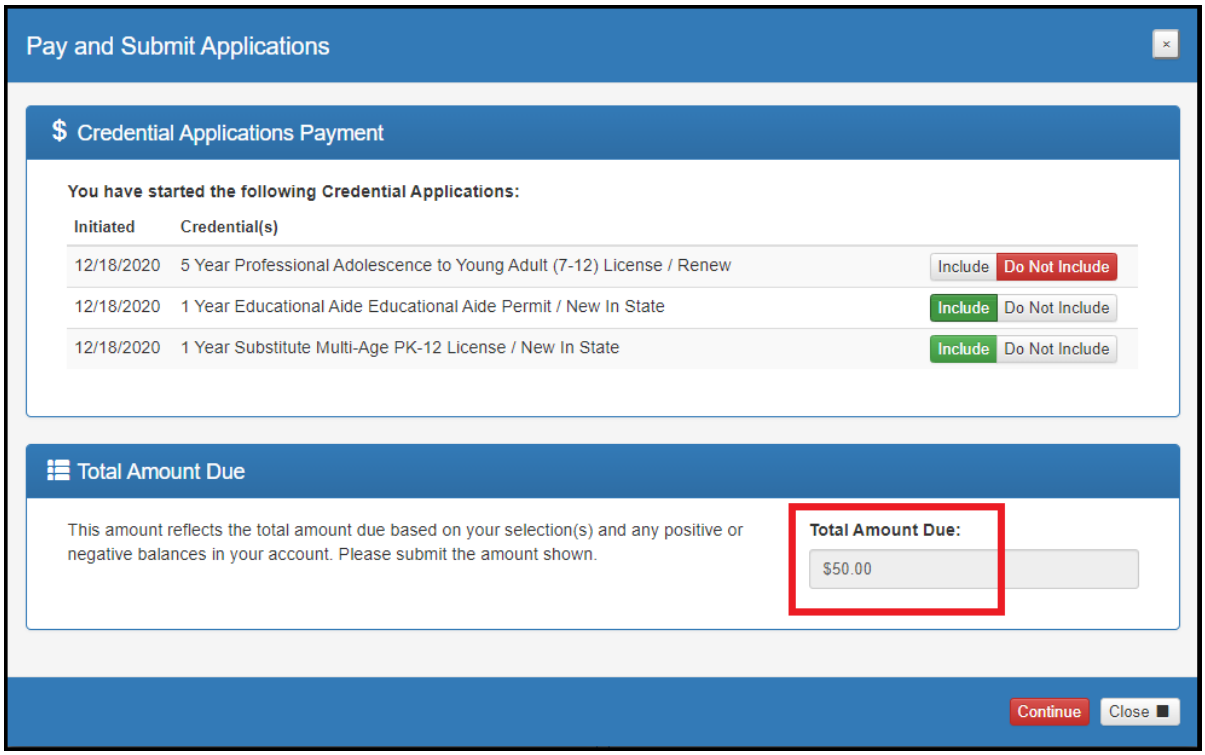
Step 2. Open the **Educator Licensure and Records (CORE)** app.

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**.



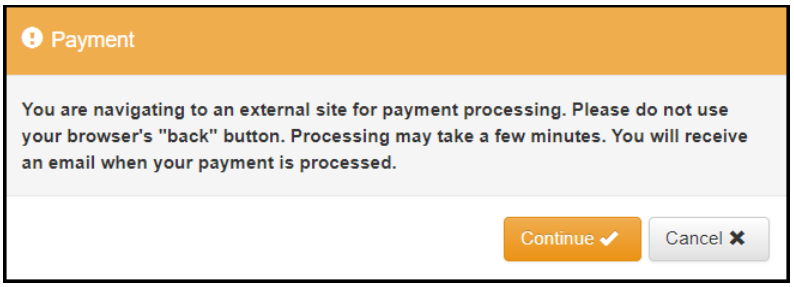
(**Figure 49** CORE Dashboard - My Application Status Section)

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.



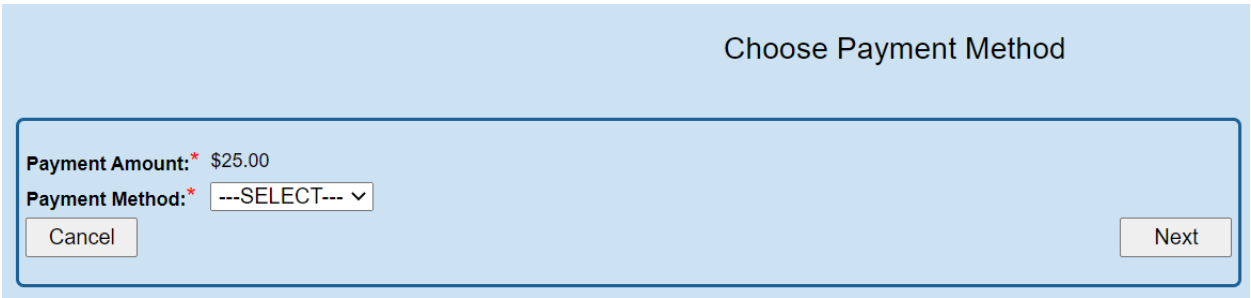
(**Figure 50** Pay and Submit Applications Pop Up Window)

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.



(**Figure 51** Navigating to External Payment Site Pop Up Window)

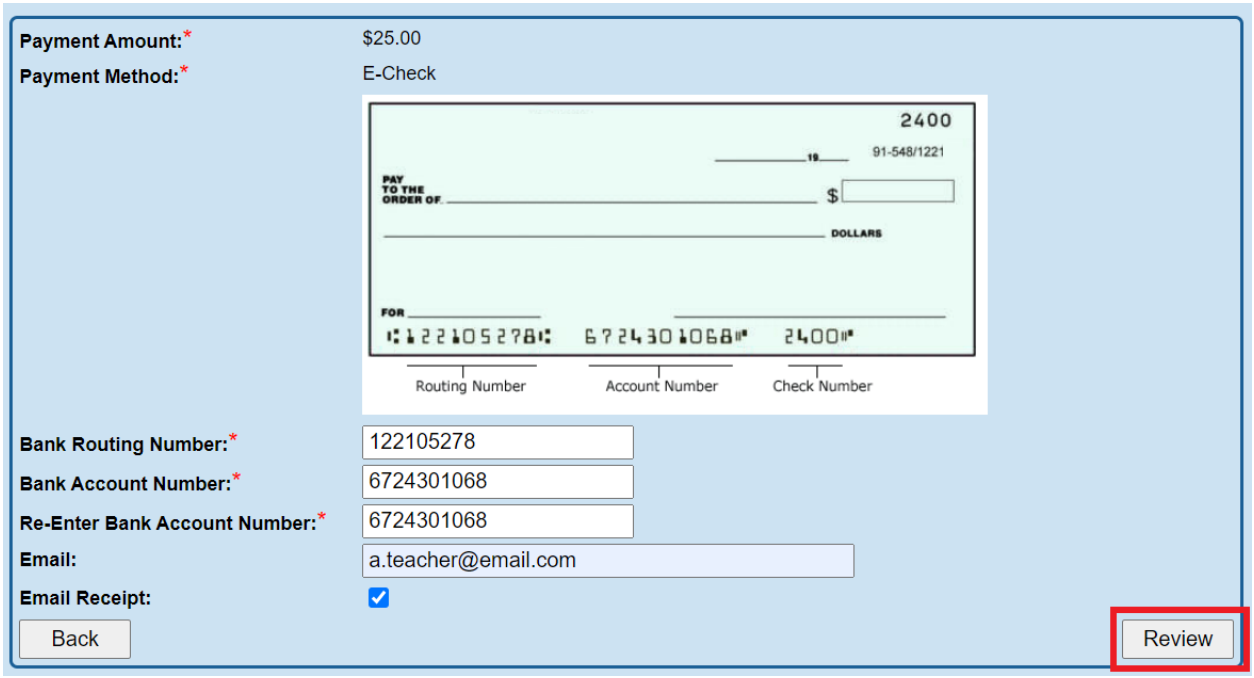
Step 6. You may pay for your application with a credit card or electronic check (E-check). Select one of these choices in the **Payment Method** drop-down menu. Then click **Next**.



(**Figure 52** Choose Payment Method Screen)

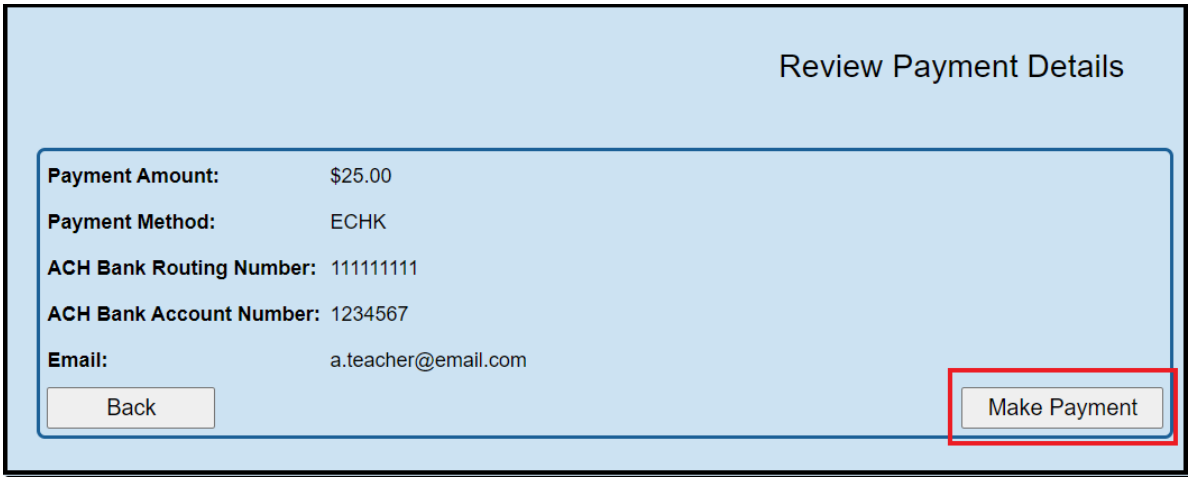
E-CHECK PAYMENT

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.



(**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.



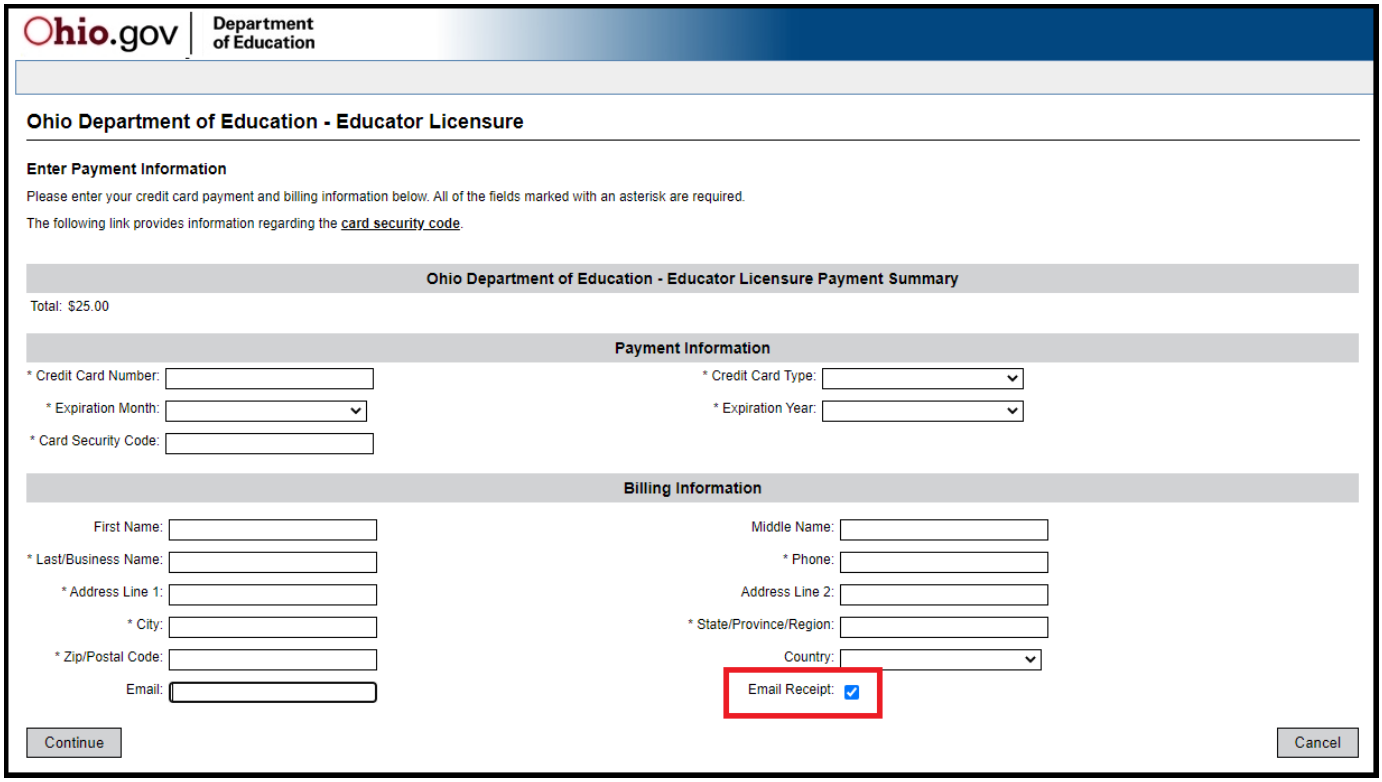
(**Figure 54** Review Payment Details Screen)

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.



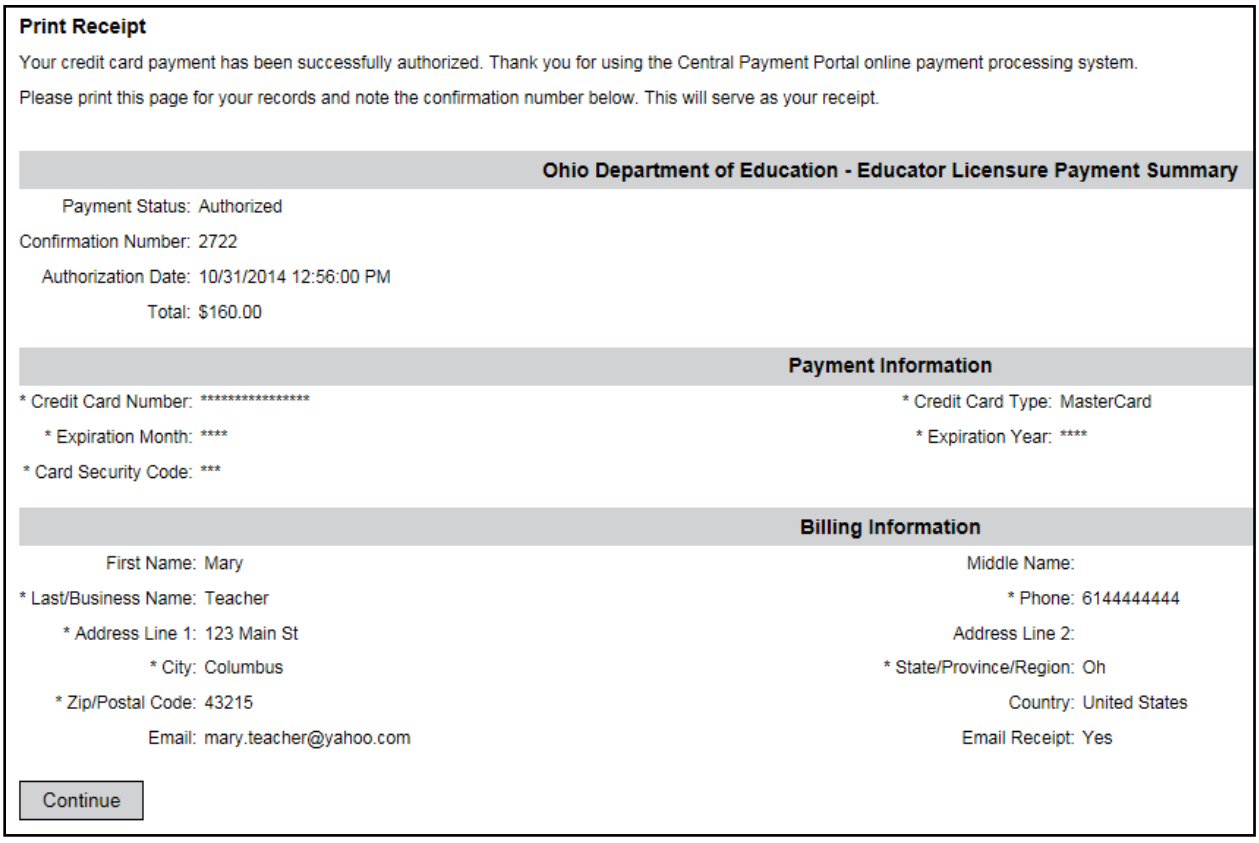
(**Figure 55** Credit Card Payment Screen)

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

Billing Information

First Name:	Mary	Middle Name:	
* Last/Business Name:	Teacher	* Phone:	6144444444
* Address Line 1:	123 Main St	Address Line 2:	
* City:	Columbus	* State/Province/Region:	Oh
* Zip/Postal Code:	43215	Country:	United States
Email:	mary.teacher@yahoo.com	Email Receipt:	Yes

Continue

(**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.