

## **Hancock County Local Professional Development Committee** **Instructions for Renewing an Educator License Online**

Check the dates of your last fingerprinting to determine when they need redone (required every five years). Fingerprinting may be done at Owens Community College or the Hancock County ESC. Fingerprinting must be sent electronically to the Ohio Department of Education.

Every employee must have an OH/ID portal in order to access the online licensure renewal process. If you do not have an OH/ID portal, you can create one at <http://education.ohio.org/>. Be sure to record your username and password somewhere safe for future reference.

Once you have an OH/ID portal, go to the Ohio Department of Education website, <http://education.ohio.gov/>. At the top of the ODE website, click on Log-in, and log-in to your OH/ID portal. Look for the App *Educator Licensure and Records (CORE)*, click on the *Open App* button.

On the new screen, look at the box on the left hand side labeled “My Credentials.”

**If you are renewing a license**, go to the *Action* drop down box on the right of your credentials, and click “Renew.”

Select the correct Effective Year (start date for new license) for the renewal. The start date of the new license should be the same YEAR as your expiring license – June 30, 2022 expire date, July 1, 2022 start date of new license. Then click on the button *Start Application Process*.

Answer the questions. Under *Renewal Eligibility* you will select *Renewing through an Ohio LPDC*. When asked to choose the LPDC, click the magnifying glass on the left next to *Select Organization*. This will take you to a new window. Use the following IRN: 013783 to get the Hancock County LPDC to come up on the new window. Click the Hancock County listing and it will automatically populate the signature box on the application.

Continue to answer the questions.

You do not need to upload any documents in the application. This is not required for a renewal. You should scan and email your transcripts, contact hours, ceu's etc. to the Hancock County LPDC Chair, Kevin Haught at [haughtk@arlingtonlocal.org](mailto:haughtk@arlingtonlocal.org). Please do not send hard copies.

If you have more than one area on your license to renew, you will complete the renewal steps for each license to renew **BEFORE** you complete the payment process. You must go through the renewal process separately using the *Request Additional Credential* button for each additional license. You will pay for all of the renewals at the same time.

Click *Pay and Submit Application* once you have completed the renewal process for each license you hold.

Complete the payment screens.

If you have any questions, contact your district representative for the Hancock County Local Professional Development Committee, or contact Kevin Haught.