

***Directions for ODE
Online Licensure Applications (effective Jan. 1, 2014)***

Shelby City IRN: 044776, E-Signer: Paul M. Walker

LPDC IRN: 014599, E-Signer for LPDC: Paul M. Walker

1. Go to the Ohio Department of Education's website located at www.education.ohio.gov.

At the top of the page is a link to log into your SAFE account. If you do not have a SAFE account, there are directions for signing up for an account on ODE's home page.

2. Access the ODE.CORE tab that is found on the left-hand side of the screen.

3. Hover over the "My Educator Profile" tab. You will access everything you need to complete your application under this tab.

4. If you want to update your information, you will make changes in the My Information tab. Please save your changes.

5. Proceed to the My Applications tab. You will use this screen when applying for a NEW credential.

6. If you are renewing an existing license, use the My Credentials tab.

7. When your application is completed, it will be sent to one of the following e-signers listed below for approval.

To access the e-signers, you need to go to the My Approvals screen.

a. Select Shelby City for new licenses, substitute licenses, educational aide licenses, etc. Assistant Superintendent Paul Walker is the E-signer.

b. Select Shelby City-LPCD if you are renewing through LPDC. Paul Walker is the E-signer.

8. When you have completed your application successfully, the "My Account" screen will be displayed for payment. You must pay with a major credit card. Debit cards, personal checks and cash are not accepted through the online system.

9. You have the option to print a receipt of your transaction for your personal records.

10. This completes the licensure process. Thank you!

*If you are renewing with college transcripts, it is important that your official transcript(s) are in your personnel file at the board office. If you need to order transcript(s), ask the University to send to your home address. After you receive your transcripts, forward to Pam with a note "For License Renewal, Put in Personnel File."