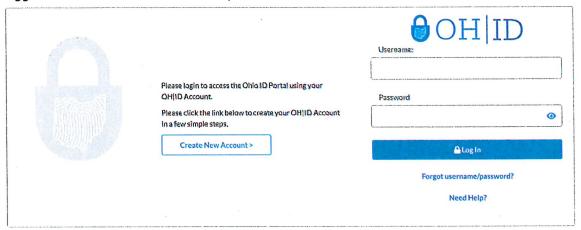
LPDC Reference Guide:

Steps to Renewing your Teaching License

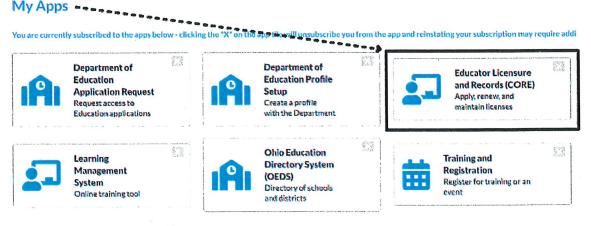
- Visit this ODE site: http://education.ohio.gov/Topics/Teaching/Licensure/Renew-Certificate-License
- 2. Click login at the top of the screen to take you to the New Ohio ID Portal login area.



3. This is what the **New Ohio ID Portal Login** looks like. (Note: Your old "Safe" account login information will not work, you will have to create a new account if you have not logged into this Ohio ID Portal screen).



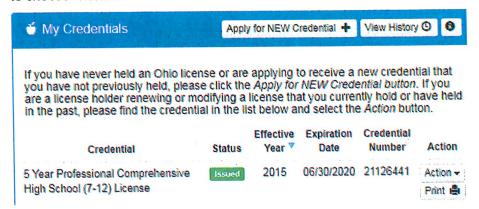
4. Under the "My Apps" screen, choose the Educator Licensure and Records tab.





License Renewal Reminder: In addition to this application you will also be required to get fingerprinted at the district office.

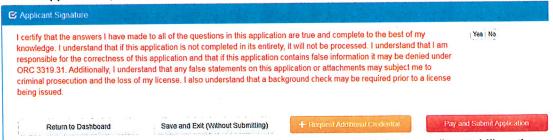
5. Under the "My Credentials" section you will need to choose the drop down "Action" tab to choose "Renew."



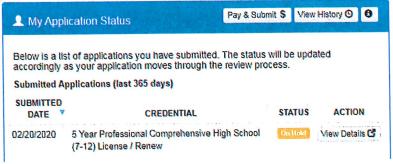
- 6. After you choose the license(s) you wish to **renew**, you will **start the application process**. This involves answering several questions about Ohio residency, Military
 Service, Criminal History & Prior Licensure Discipline, and Renewal Eligibility. Next will
 be a place to upload documents (not necessary if this is just a renewal of an existing
 license)
- 7. One of the questions in the application is to enter the LPDC code for our school. Use the **IRN #008486** (You can also click the find button and search for the code by organization name)



8. Next you will complete your Applicant Signature: (If you are ready to pay, you can "Pay and Submit Application", or "Save and Exit Without Submitting" at this point)



9. After you "Pay and Submit Application," your application status will change to "On Hold" until your LPDC work is verified by our administration.



10. After paying and submitting you will receive two emails fairly quickly. One is confirmation of payment, the second lets you know how to check on the status of your application.