

LPDC Reference Guide:

Steps to Renewing your Teaching License

1. 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.

Login | State Agencies | Online Services **Ohio.gov**



Custom Search



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.

My Apps

You are currently subscribed to the apps below - clicking the "X" on the app icon will unsubscribe you from the app and reinstating your subscription may require addi

Department of Education Application Request Request access to Education applications	Department of Education Profile Setup Create a profile with the Department	Educator Licensure and Records (CORE) Apply, renew, and maintain licenses
Learning Management System Online training tool	Ohio Education Directory System (OEDS) Directory of schools and districts	Training and Registration Register for training or an event



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."

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 Comprehensive High School (7-12) License	Issued	2015	06/30/2020	21126441	Action Print

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)

✓ **Required Application Signatures**

LPDC Signature

008486 - East Muskingum Local School LPDC

[Find](#) [Reset](#)

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)

✉ **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

[Return to Dashboard](#)
[Save and Exit \(Without Submitting\)](#)
[+ Request Additional Credential](#)
[Pay and Submit Application](#)

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

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)

SUBMITTED DATE	CREDENTIAL	STATUS	ACTION
02/20/2020	5 Year Professional Comprehensive High School (7-12) License / Renew	On Hold	View Details

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.