

LICENSE RENEWAL CHECKLIST

As early as possible in the calendar year that your certificate expires, please renew your license via the Ohio Department of Education's (ODE) website. Detailed guidance is available on the ODE website found at:

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Renew-Certificate-License>

or

Click the "How Do I?" tab at the top of the ODE webpage and select "Renew My Teaching License?"

Beginning January 2014 – all licensure renewal applications are completed online, per ODE requirements.

To Apply Online – An ODE SAFE account is required for the online application process. If you do not already have a SAFE account, you can create one via the link above. You will not be able to access the online application until you have created a SAFE account. Once you have a SAFE account you can begin the online application through the *My Educator Profile* link, which will be available from the ODE CORE link on the SAFE account menu. Informational videos and the *My Educator Profile User Guide* are available on the ODE website if you need more information, or you can contact ODE directly at 877-644-6338.

Please be advised: Online payment is now required by the ODE. Payment is made by credit card only. If you do not have a credit card, contact ODE for payment options at 877-644-6338.

Upon completion of the online application process, return this form and the following documents to your licensure specialist at:

Cleveland Metropolitan School District, 1111 Superior Avenue E, Human Resources Department - 1st Floor

- _____ Payment Confirmation for ODE application submission. (Payment Confirmation page is available only after **successful completion** of your online application.)
- _____ IPDP approval email;
- _____ A copy of your expiring license;
- _____ Official, unopened transcripts or converted CEUs indicating 6 semester hours of education related coursework taken after the issuance of the license to be renewed. Transcripts should be mailed to your home, **NOT** to the District.

NAME (Please print): LAST: _____ FIRST: _____

Applicant: _____ CMSD Representative: _____ Date: _____

District's IRN numbers – The District's IRN is **043786** and the LPDC IRN is 014451. When completing your application, under Signature section, add IRN 043786 on the space for the Superintendent's signature.

The ODE requires proof of completed BCII. Fingerprints must be taken and **sent electronically** to the ODE through WebCheck. We recommend that fingerprints be done at the CMSD Office of Safety & Security. Currently, fingerprinting is done Monday, Wednesday and Friday from 9:00 a.m.-11:00 a.m. and 2:00 p.m.- 4:00 p.m. at East Professional Center, 1349 East 79th Street, Room 110, Cleveland, Ohio 44103. Contact the Safety & Security Office at (216) 838-0420 to make sure times and dates have not changed.

For information about WebCheck and a listing of locations across the site, visit www.webcheck.ag.state.oh.us. CMSD is an official WebCheck approved fingerprinting location.

The State of Ohio Office of Certification/Licensure
(877) 644-6338 toll free

To check on the status of the BCI/FBI check call:
(704) 845-2375

IPDP APPROVAL AND INFORMATION (Please contact): Tracy Radich, CTU – tracy.radich@clevelandmetroschools.org, Jim Wagner, CTU – james.wagner@clevelandmetroschools.org or Carrie Luce, HR - carrie.luce@clevelandmetroschools.org.