LICENSE RENEWAL CHECKLIST

Credentials issued from the Ohio Department of Education are set to expire June 30th. Please renew your valid credential as soon as possible. Detailed guidance is available on the ODE website found at:


or

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

All licensure renewal applications are completed online, per ODE requirements.

To Apply Online – An Ohio Dept. of Education OH|ID account is required for the online application process. If you do not already have a OH|ID account, you can create one via the link above. You will not be able to access the online application until you have created an account. Once you have an OH|ID account you can begin the online application through the Educator Licensure and Records (Core), which will be available from the OH|ID account menu.

Please be advised: Online payment is 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.

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

Upon completion of the online application process, please submit the License Renewal Checklist (located on the back of this sheet) and the required supporting documentation to Human Resources, Licensing Department for review and verification. CMSD Licensing is located at:

Cleveland Metropolitan School District, East Professional Building (formerly East High School) located at 1349 East 79th on the corner of Superior and E.79th room #219. You can send the documents by US Mail or interoffice school mail, attention Teresa Franklin. Please know that you can always hand deliver the documents Monday- Friday between the hours of 8:30am and 4:30pm.

** If you are submitting a CEU Transcript form our CMSD Professional Development and not using semester hours from a College or University then you can submit your document via email to licensing@clevelandmetroschools.org. If you are submitting official transcripts from a College or University please have them mailed to your home not the district.

Ohio law states that if an individual resides continuously in Ohio, he or she does not need to update the BCI background check, but must obtain an updated FBI check once every five years. Fingerprint must be taken and sent electronically to the Ohio Department of Education 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. The cost of a FBI background check through CMSD is $25.25 payable by money order only.

For information about WebCheck and a listing of locations across the state, 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

CMSD Licensure Coordinator-Teresa Franklin 216-838-2984 terresa.franklin@clevelandmetroschools.org
LICENSE RENEWAL CHECKLIST

Name: ____________________________________________

Educator ID#______________________________

Check ✓ items submitted:

_____ Payment Confirmation for ODE application submission

_____ IPDP approval email

_____ Copy of your Expiring License/ Credential Page

_____ Official, unopened transcripts AND/OR converted CEUs indicating 6 semester hours of education related coursework taken after the issuance of the license to be renewed.

FBI Background Check Needed  _____ YES  _____ NO

Office Use Only

☑ Approved application – submitted all required documents

Notes:

Processed By: ________________________________

Date: ________________________________