

# Pupil Services License Renewal Submission Fact Sheet



## When to Renew



In the calendar year your certificate expires (after Jan 1st), you must renew your license via the Ohio Department of Education's (ODE) website. This should be done as soon as possible, and prior to June 30th, when all licenses expire. Detailed guidance is available on ODE website found at:

[Education.Ohio.Gov/Topics/Teaching/Licensure/Renew-Certificate-License/How-to-Renew-a-Pupil-Services-License](https://www.ode.state.oh.us/Topics/Teaching/Licensure/Renew-Certificate-License/How-to-Renew-a-Pupil-Services-License)

## Apply Online



An OH/ID account is required for the online application process. If you do not already have an account, you can create one via the link above. Once you have an OH/ID account you can begin the online application through ODE CORE, My Educator Profile (Dashboard).

- **Select the Credential to be RENEWED to open the application** Be sure to use the [CMSDLPDCIRN014451](#) on the space marked Superintendent's signature
- **Complete all required information on each screen**

**Please be advised:** Online credit card payment is now required by the ODE. If you do not have a credit card, contact ODE for payment options at 877.644.6338.

## Collecting and Submitting Documentation



Occupational therapist/occupational therapy assistant, Physical therapist/physical therapy assistant, School audiologist, School nurse, School social worker and School speech-language pathologist renew with a valid respective Ohio board license. **Note: The Ohio board license must be uploaded to the Ohio Department of Education as well as submitted to the link below.**

School psychologist, School counselor license, Orientation and mobility specialist license renew with renewal coursework (official university transcript) or professional development (CEU transcript as approved by their local professional development committees) if employed in an Ohio school/district OR a valid license issued by the respective Ohio board.

Submit your supporting documentation in to: [5-Year Professional Supporting Documentation Submission Form](#)

## Background Check



Ohio law does not require individuals continuously residing in Ohio to do a BCI check, but must obtain an updated FBI check once every five (5) years. Individuals who have not continuously lived in Ohio, since their last background check requires both BCI and FBI background checks. You may look up the date of your most recent background check(s) while completing an application for any educator license through the CORE licensure system tool within ODE.CORE. This is accessible through your OH/ID account.

**Click the following link for detailed information about background check(s) done through CMSD Safety & Security department.** [ClevelandMetroSchools.org/Page/3464](https://www.clevelandmetroschools.org/Page/3464)