

5 Year License Renewal Fact Sheet



Things You Need to Know



Credentials are to be renewed with the Ohio Department of Education every five years.

License information can be viewed in your Workday profile by choosing Career, then choosing Certifications.

If you do not intend to renew your expiring credentials, send an email to

licensing@clevelandmetroschools.org.

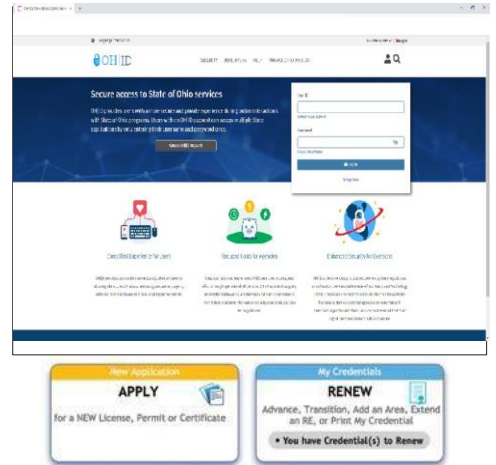
Five (5) Easy Steps to Renew Your Professional License



- 1. Click the link below to access the Ohio Dept. of Education (ODE).**
<https://ohid.ohio.gov/wps/portal/gov/ohid>

 - Sign in using your existing ODE login information or
 - Select Create OH/ID Account to create an account
- 2. Select the Credential(s) to be RENEWED to open the application.** Be sure to use the CMSDLPDCIRN014451 on the space marked Superintendent's' signature
- 3. Complete all required information on each screen**
- 4. Pay the fee once you have completed the application process. (Payment by credit card only.)**
- 5. Collecting and Submitting documentation**

 - IPDP approval notification email
 - [CEU Transcript](#) or Official University Transcript sent to you. **NOTE: You will submit your scanned/electronic official transcript using the link below.**
 - Proof of Payment from the Ohio Dept. of Education (ODE) website
 - Submit your supporting documentation using the: [5-Year Professional Supporting Documentation Submission Form](#)



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)

Additional Information



Contact CMSD Licensure Coordinator at licensing@clevelandmetroschools.org for assistance.