



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

Six Easy Steps to Renew Your Professional License

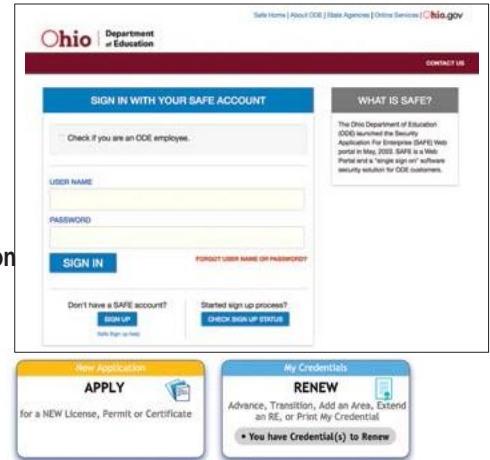


- 1. Click the link below to access the Ohio Dept. of Education (ODE).**
<https://Safe.ODE.State.OH.US/Portal/Home>

 - Sign in using your existing ODE login information or
 - Click Sign Up to create an account
- 2. Select the Credential to be RENEWED to open the application**
 Be sure to use the CMSD LPDC IRN 014451 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. Collect the following documents.**

 - IPDP Approval Notification
 - Copy of Expiring License or Credential Page from Ohio Dept. of Education
 - Sealed Transcript or Converted CEUs mailed to you, not CMSD. **Do not upload to ODE unless required to do so.**
 - Proof of Payment from the Ohio Dept. of Education (ODE) website

If you have questions, please email
Licensing@ClevelandMetroSchools.org
- 6. Submit your supporting documentation in to:**
 East Professional Center
 1349 East 79th Street, Room 219
 Cleveland, OH 44103 Attention: Licensing
You can also hand deliver your documentation to the East Professional Center room 219 between the hours of 8:30 am to 4:30pm.



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 SAFE account.

Additional Information



Contact CMSD Licensure Coordinator at 216.838.2984 for assistance.

Ohio Dept of Education Fees for Licensure Applications
[Education.Ohio.Gov/To pics/Teaching/Licensure/Additional-Information/Complete-List-of-Applications](https://www.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Complete-List-of-Applications)

Ohio Dept. of Education FAQ for the Online License System
[Education.Ohio.Gov/Topics/Teaching/Licensure/Additional-Information/Help-and-FAQs-for-the-Online-License-System](https://www.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Help-and-FAQs-for-the-Online-License-System)