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](http://Education.Ohio.Gov/Topics/Teaching/Licensure/Renew-Certificate-License/How-to-Renew-a-Pupil-Services-License)

Contact Safety & Security Office at 216.838.0420 to make sure the times and dates have not changed.

The ODE requires proof of completed background check(s) every five years. Fingerprints must be taken and sent electronically to ODE through WebCheck. We recommend that fingerprints be done at the CMSD Office of Safety and Security.

Contact Safety & Security Office at 216.838.0420 to make sure the times and dates have not changed.

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**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](http://Education.Ohio.Gov/Topics/Teaching/Licensure/Renew-Certificate-License/How-to-Renew-a-Pupil-Services-License)

Contact Safety & Security Office at 216.838.0420 to make sure the times and dates have not changed.

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**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. Once you have a SAFE account you can begin the online application through ODE CORE, My Educator Profile (Dashboard).

**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.

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**Deliver Documents**

Upon completion of the online application process, email, mail or drop off the following documents to:

**Licensing@ClevelandMetroSchools.org**

- Payment Confirmation for ODE application (Payment Confirmation page is available only after successful completion of your online application.)
- Copy of your expiring license
- Copy of your professional license issued by your governing board

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**Background Check**

The ODE requires proof of completed background check(s) every five years. Fingerprints must be taken and sent electronically to ODE through WebCheck. We recommend that fingerprints be done at the CMSD Office of Safety and Security.

**CMSD Office of Safety and Security**

East Professional Development Center
1349 East 79 Street, Rm 110
Cleveland, OH 44103

Monday, Wednesday, Friday
9:00 – 11:00 am  |  2:00 – 4:00 pm

Contact Safety & Security Office at 216.838.0420 to make sure the times and dates have not changed.