According to CMSD Talent Office (HR) records you have a credential from the Ohio Department of Education set to expire June 30th. Please follow the four (4) steps below to renew your license. License information can be viewed in your Workday profile by choosing Career, then choosing Certifications. If you are not renewing any of your expiring credentials, please send an email to Licensing@ClevelandMetroSchools.org.

Ohio law requires individuals who reside in Ohio obtain an updated FBI check once every five years, however, they do not need to update the BCI background check. You may look up the date of your most recent background checks while completing an application for any educator license through the CORE licensure system tool within ODE.CORE. This is accessible through your SAFE account.

Click the link below for detailed information about background checks performed by CMSD Safety & Security department. ClevelandMetroSchools.org/Page/3464

Things You Need to Know

Four Easy Steps to Renew Your 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 RENEW to open the application
   USE THIS CODE
   Apply to renew License: CMSD IRN 043786

3. Complete all required information on each screen.

4. Pay the fee once you’ve completed the application process. (Payment by credit card only.)

Background Check Requirements

Ohio law requires individuals who reside in Ohio obtain an updated FBI check once every five years, however, they do not need to update the BCI background check.

You may look up the date of your most recent background checks while completing an application for any educator license through the CORE licensure system tool within ODE.CORE. This is accessible through your SAFE account.

Click the link below for detailed information about background checks performed by CMSD Safety & Security department. ClevelandMetroSchools.org/Page/3464

Additional Information

Need help: Send an email to our Licensure Coordinator at Licensing@ClevelandMetroSchools.org
Education.Ohio.Gov/Topics/Teaching/Licensure/Additional-Information/Complete-List-of-Applications
Ohio Dept of Education Fees for Licensure Applications