

How to Renew your license or permit with the Ohio Department of Education

Renewing your license or permit:

1. Go to <https://ohid.ohio.gov> website
2. **Log in** to your OH ID account
3. Select the **Educator Licensure and Records (CORE)** application to apply, renew or maintain licenses and permits.

CERTIFIED STAFF

OR

CLASSIFIED STAFF

4. Follow the steps for completing the online application for renewing a teacher license.
 5. The application will ask for the IRN number of the school district you are working AND the school district who is signing your license.
 - a. For the DISTRICT where you work use IRN 044198, for the Lakewood City Schools.
 - b. It will then ask who is signing to verify you have completed your IPDP, please enter the LPDC IRN 013637.
 6. While in your CORE account, check the status of your FBI background check. They must recertified every 5 years. Often teachers choose to renew their background check at the same time they renew their license.
 7. Once you have completed the application , follow the steps to pay for e renewal online using a credit card
 8. As soon as ODE issues your license, ODE will send you a notification email. You will need to log back in to your account, download the PDF of your renewed license and send it to HR to add to your file.
4. Follow the steps for completing the online application for renewing an Educational Aide or Student Monitor Permit.
 5. The application will ask for the IRN number of the school district you are working. Use IRN 044198, for the Lakewood City Schools.
 6. While in your CORE account, check the status of your FBI background check. They must recertified every 5 years.
 7. Once you have completed the application , follow the steps to pay for e renewal online using a credit card
 8. When ODE issues your permit, ODE will send you a notification email. You will need to log back in to your account, download the PDF of your renewed permit and send it to HR to add to your file.