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 **Sites & Applications** from the blue bar
4. Select the **Educator Licensure and Records (CORE)** application to apply, renew or maintain licenses and permits.
5. Click **LAUNCH**

CERTIFIED STAFF	OR	CLASSIFIED STAFF

CERTIFIED STAFF

6. While in your CORE account, check the status of your FBI background check. It must be recertified every 5 years. Often teachers choose to renew their background check at the same time they renew their license.
7. In the **My Credentials** box, click the **Action** button next to the credential you would like to renew.
8. Select **Renew** from the drop down list
9. Follow the prompts for completing the online application for renewing
10. In the **Required Application Signatures** area:
    a. For the DISTRICT where you work use IRN 044198, for the Lakewood City Schools.
    b. For the LPDC who will verify you have completed your IPDP, please enter the LPDC IRN 013637.
11. Click **Pay & Submit**, then follow the prompts. You must use a credit card to pay for renewal.
12. 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.

CLASSIFIED STAFF

6. While in your CORE account, check the status of your FBI background check. It must be recertified every 5 years.
7. In the **My Credentials** box, click the **Action** button next to the credential you would like to renew.
8. Select **Renew** from the drop down list
9. Be careful when selecting your **effective date**. All permits are effective July first so be sure you are selecting July 1 of the correct year (ex: 7/1/2020 for the 20-21 school year).
10. Follow the prompts for completing the online application for renewing an Educational Aid, Student Monitor, or Pupil Activity Permit.
11. In the **Required Application Signatures** area:
    a. click **FIND**, only enter IRN 044198,
    b. click **Find Organization**,
    c. click the red **Select** button next to *Lakewood City*, our district.
12. Click **Pay & Submit**, then follow the prompts. You must use a credit card to pay for renewal.
13. 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.