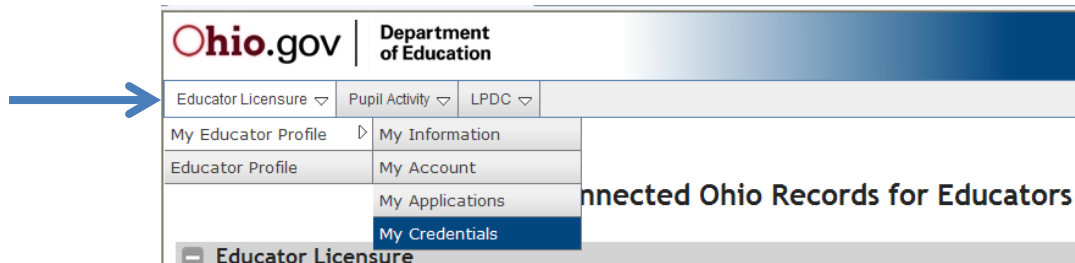
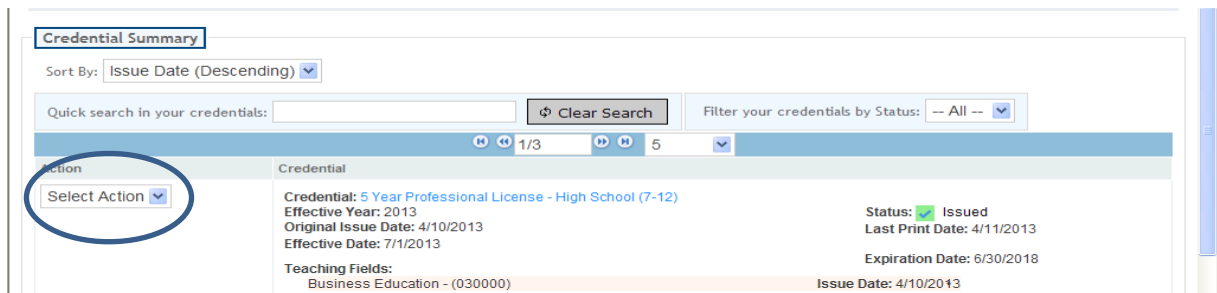


To Renew Educator License Online at ODE

- Log in to your SAFE Account
- Choose ODE.CORE
- Under Educator Licensure choose, My Educator Profile, My Credentials



- If any information is missing from your profile, there will be a message in red. You must correct that information before it will let you proceed.
- Once you correct any errors, find the certificate you are renewing and Select Action, Renew. If you are renewing more than one certificate, you will have to “Select Action” on each.



- Follow the directions on the screen. To move from one screen to another, click Save Application & Next.

HINTS:

- As long as you click Save, you can leave and return to the application if needed.
- When searching for the IRN number, enter in **Coshocton**. If you type Coshocton City Schools, you will not get any results.
- Your application has to be digitally signed by our LPDC. You will need to search for our LPDC ID in the Signature section. Again, search for **Coshocton**. Jami Brown will receive an email from ODE regarding your application.
- Payment Section. You must choose the application(s) you would like to pay for by checking the checkbox located on the right. First certificate is \$200, each additional one is \$20. Once you click the checkbox you will see a payment box.
- You will receive confirmation emails from ODE. Turn-around time is quick.