

You must now *download/print your own Educator's License* from your ODE Safe Account and *send a copy to YCSD Human Resources Department* following each license renewal

****NEW** Process for Downloading Educator's License and Submitting to Human Resources...**

As of November 2014, ODE no longer mails "hard copies" of Educator Licenses- they are now issued electronically. Due to this change, we need to make some changes to our procedures. Upon receipt of your electronic Educator's License, you are required to provide a printed copy to the YCSD Human Resources Dept. (per YEA Bargaining Agreement- #6.012.A)

Once your Educator's License has been signed off electronically by the LPDC, it will take approx 2-3 business days for the License to appear in your ODE Safe Account. The following three (3) items need to be in place for the issuance of your License:

1. Educator completes online renewal application and payment via ODE Safe Account.
2. Educator is responsible for maintaining current FBI/BCI Background Checks.
3. LPDC Electronic Signature upon review of "Renewal Envelope" containing original transcripts/certificates, completed Reflection Questions and Activity Record, and any additional required documents.

How to Download Your ODE Educator's License

1. Go to: <https://safe.ode.state.oh.us/portal>
2. Enter your User Name and Password
3. "Change Password" Box appears-- Click: "cancel" to proceed
4. Click: "ODE.Core"
5. Click: "My Credentials" (Box with Light Blue Bar across the top).
6. Your Educator License History will appear, with the most current application at the top (this will be the license you have just renewed). Your Current/Issued Educator License(s) will have a gray box to the far right... Click "Download Credential" *If you have multiple valid licenses, download and copy each one.
7. The downloaded .pdf certificate box will appear at the bottom of your screen "Certificate Print_ xxxx.pdf" Click on the box- the document will open. Save the document to a designated file on your computer and print at least two (2) copies: one (1) copy to be sent to Human Resources and one (1) copy for your records.

Hand Deliver or Send a printed copy of your new Educator's License(s) via pony to:

Karen Green
Assistant Superintendant of Human Resources
Human Resources Dept
I. Ward Bldg