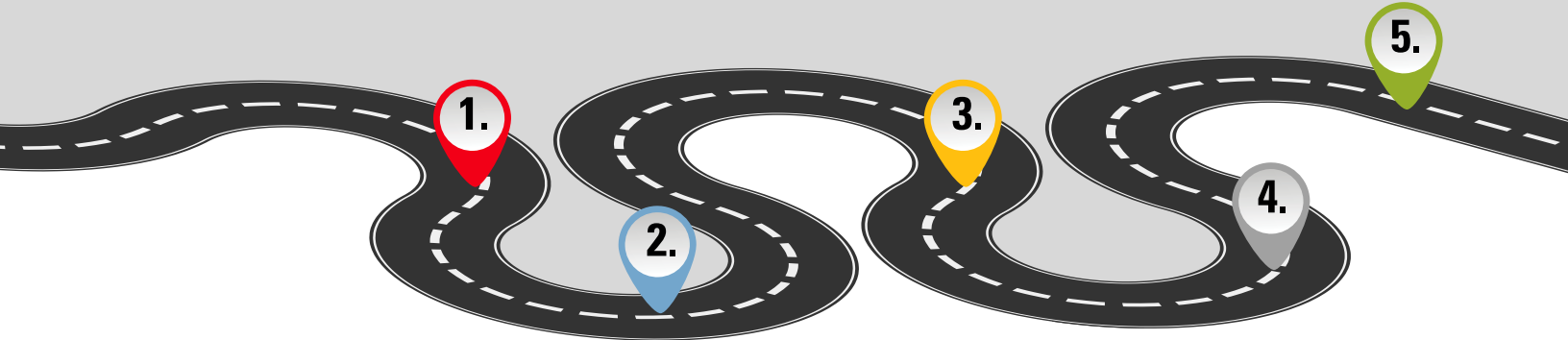


Understanding the Educator Licensure Process

A journey begins with a single step, but which step do you take first? The Office of Educator Licensure wants to help you navigate the licensure process. Below is a basic travel plan to make the journey toward your goals easier.



1. Find the Right Licensure Fit

Perhaps you are still considering your options in the field of education. Whether you are still a student, hold an advanced degree or are considering a second career, there are many opportunities for those interested in serving P-12 students. Check out the [Exploring Careers in Education](#) section of the Ohio Department of Education's Human Capital Resource Center for career opportunities and pathways to licensure.

2. Create and Submit an Application

If you do not have an OHID account, you will need to create one before you can access the online application to request the license or permit. Step-by-step instructions are available on the [Department of Education OHID Portal Help](#) webpage.

The Department's online application is user-friendly, but we all need a little help now and then. To access the CORE User Manual, log in to your OHID account and click the Educator Licensure and Records (CORE) tile. Click **My Profile** in the red ribbon and select **Help**. Then select the **User Manual** from the drop-down window. A handy manual filled with instructions and screen shots will appear for you to use as you complete the application.

To make filling out the application a little easier, take a few minutes to gather your documents, such as official transcripts, exam score reports and other documents, and be ready to answer a few questions. The questions in the application will be relevant to the license or permit you request. For example, you may need to provide basic information about your work history and educator preparation pathway, or indicate your employing Ohio school, district or educational service center (ESC). There will also be questions about criminal history, prior licensure discipline and military history. If you do not have all your documents at the time you submit your application, no worries. You can save your application and upload them later (or even after you submit your application).

Once you have finished, pay and submit your application to move it on to the next step in the process.

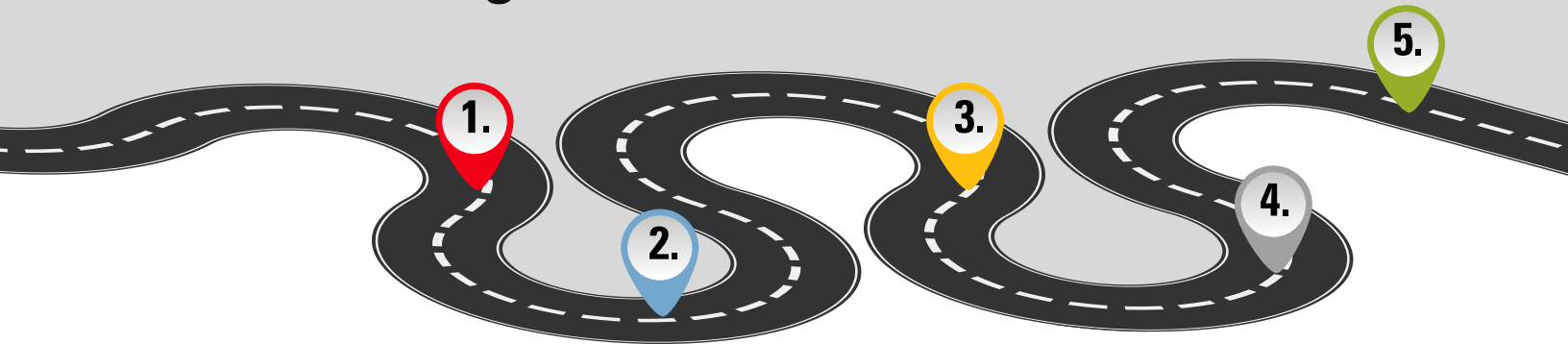
3. Review of the Application

Your application may need to take a quick pit stop before coming to the Office of Educator Licensure. For example, if the approval of your employing school, district or ESC is required, the system will send your application there first for review. Likewise, if your application must be approved by the Ohio college or university at which you completed your preparation program, it will be sent to that institution first. The system will use the information you provided in the application to electronically send it to the appropriate destination.

Once the school, district, ESC or university approves your application, the system will automatically forward it to the Office of Educator Licensure. If your application does not need the approval of your university or employing school, it will go straight to the Office of Educator Licensure.

Please note that if the school, district, ESC or university declines your application for any reason, it will not come to the Department. You will receive an email regarding the decline of your application. If this happens, contact the institution that declined your application for more information. Do not worry about being charged for an application declined by one of these institutions. The funds you paid will stay in your OHID account as a positive balance for you to apply to your next application.

Understanding the Educator Licensure Process



4. Determination Regarding Eligibility

The Office of Educator Licensure will review your application and related documents to determine if you have met all state requirements for licensure, in accordance with current Ohio law. This processing time may vary depending on when you apply. During the off-peak season (Oct. to April), the Office of Educator Licensure's application processing time is typically 5-7 business days. During the peak season (May to Sept.), the processing time is closer to 12-14 business days.

If you need to provide additional documents for review or you have not met licensure requirements, your application will be put on hold. You will be notified via email of what you need to submit to continue the process. You will then have 60 days to provide what is needed. After that time, the system will automatically decline your application and charge you a nonrefundable processing fee. You will receive an email notification if this occurs. If at some point in this process you have questions about your requirements, please contact the Office of Educator Licensure.

The Office of Educator Licensure will decline your application if it is determined that you are not eligible for the Ohio license or permit you requested. You will receive an email notification if your license or permit is declined. You may then request a refund of your remaining funds. You may either log in to your OHID account and request a refund from your CORE Dashboard under **My Account**, or you may contact the Office of Educator Licensure to submit your request. You also have the option to leave your funds in your OHID account as a positive balance and apply them to your next application.

5. Issuance of the License

If your **BCI and FBI background checks** are clear, your license or permit may be issued as soon as the Office of Educator licensure approves your application. If an application must go through the Office of Professional Conduct for further review, it will take longer to process. If you have never had a Department-issued license or permit before, or if it has been a few years since your license or permit expired, the Department will need to enroll you in **Rapback**. The Department typically completes Rapback enrollment within one business day.

Finally, you will receive an email notification when your license or permit is issued.

Information Available Through Your CORE Dashboard

Curious about the status of your application? Log in to your OHID account any time and check the status from your CORE Dashboard under **My Application Status**.

Need a copy of your license or permit? Download and print a copy of your active license or permit as soon as it has been issued. Log in to your OHID account to view, download and print your active license or permit from your CORE Dashboard under **My Credentials**.

For more information about how to use your CORE Dashboard, you can always access the CORE User Manual by logging in to your OHID account. Click the Educator Licensure and Records (CORE) tile. Then click **My Profile** in the red ribbon and select **Help**. Select **User Manual** from the drop-down window.

Contact Information

Ohio Department of Education

Office of Educator Licensure
25 South Front Street
Mail Stop 504
Columbus, OH 43215
(Toll free) 877-644-6338
Educator.licensure@education.ohio.gov