

OHIO DEPARTMENT OF EDUCATION

ONLINE APPLICATION LICENSURE PROCESS

PLEASE NOTE – Beginning in January 2014, the Ohio Department of Education will process only online licensure requests, and will no longer accept paper licensure applications. Please do not mail paper licensure application forms to ODE in 2014.

New Licensure:

- Visit the ODE Website at:
 - <http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Additional-Information/Complete-List-of-Applications>
- Create a SAFE account if you do not have one already.
- Sign in to your SAFE account.
- Go to My Educator Profile Help
- Follow prompts to request a license

E-Signer Information: Dayton City Schools

IRN Code for District: Teachers Only: 014056

All Other License Requests: 043844

Renewal of Licensure:

- Visit the ODE Website at:
 - <http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Additional-Information/Complete-List-of-Applications>
- Create a SAFE account if you do not have one already.
- Sign in to your SAFE account.
- Go to My Educator Profile
- Go to Credentials
- Follow the action tabs next to the licensure needing renewal
- This will prompt payment and submission

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IRN Code for District: Teachers Only: 014056

All Other License Requests: 043844

Contact Information
OFFICE OF EDUCATOR LICENSURE
25 South Front St., Mail Stop 105
Columbus, Ohio 43215-4183
(P) 614-466-3593
(Toll free) 877-644-6338
educator.licensure@education.ohio.gov

Badging & Background Check

MONDAY – FRIDAY 1:00 PM – 5:00 PM

SCI ONLY - \$22.00 / FBI ONLY - \$24.00

30TH - \$46.00

Money order ONLY or

current employees may use payroll deductions.

