



## Steps to complete the Ohio Department of Education Online License Application (effective January 1, 2014)

1. Go to the Ohio Department of Education's website located at [www.education.ohio.gov](http://www.education.ohio.gov). At the top of the page, click the SAFE link to display the SAFE sign-in page. If you do not have a SAFE account, click *SIGN UP* and follow the instructions to create one.
2. Click on the ODE.CORE link that is found on the left-hand side of the screen. Your personalized CORE Dashboard will be displayed.
3. If you want to update your information, you will make changes on the My Profile link on the red ribbon at the top of the page. Please save your changes. Click *Return to Page* when you are finished updating your information. Click the *Go Back to Dashboard* link to return to your CORE Dashboard.
4. Proceed to the My Credentials section of the dashboard. This is the screen you will use when applying for a NEW credential. Click *Apply for NEW Credential*.
5. If you are renewing an existing license, use the My Credentials section on the CORE Dashboard. Find the credential in the list and select the *Action* button.
6. Throughout the application process, you must provide information related to your specific application. You will be required to answer questions regarding residency, military service and criminal history.
7. When your application is completed, you will have it electronically signed and make payment. If your application requires an electronic signature from an employing school/district, select Muskingum Valley ESC for any new licenses, substitute licenses, educational aide licenses, etc. Superintendent David N. Branch is the E-signer.

<b>Muskingum Valley ESC IRN:</b>	125252	<b>E-Signer:</b>	David N. Branch
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8. When you have completed your application successfully, the "Pay and Submit Applications" screen will be displayed for payment. You must pay with a major credit card. This completes the licensure process. Thank you.