

## *Apply for a New or Renewal License Online*

As you know, the online licensure application process began January 2013 with most types of applications being available to applicants.

**Beginning January 2014 – all first-time and renewal licensure applications must be completed online. To view the information/links listed on this page and further instructions about the process, please go to this link:**

**<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Apply-for-Certificate-License>**

**The online process for licensure applicants** – Access or create your **SAFE** account through the Ohio Department of Education to get started with the easy online application process through My Educator Profile. Once you have a SAFE account you will be able to access My Educator Profile from the ODE CORE link on your SAFE account menu. If you like, you may click **here** for informational videos and the My Educator Profile User Guide for more information. If your application is not available for completing online yet, it soon will be. Please note that initial out-of-state licensure requests DO NOT require an authorized e-signer.

### Apply Online

Using the My Educator Profile tool, educators can update their demographic data and pay licensure fees online using a credit card, too.

Access My Educator Profile by signing into SAFE.

- » [Create a SAFE account](#)
- » [Sign in to SAFE](#)
- » [My Educator Profile Help](#)

**Note:** If your application requires an e-signature of a superintendent, Local Professional Development Committee or college education dean, that individual must be an e-signer before you can submit your application online.

[Find e-signers.](#)

**Authorized representatives** – (superintendents, local professional development chairs and university deans or their designees) must be registered as e-signers for online approval. Instructions can be found through O.D.E. at the above listed link.