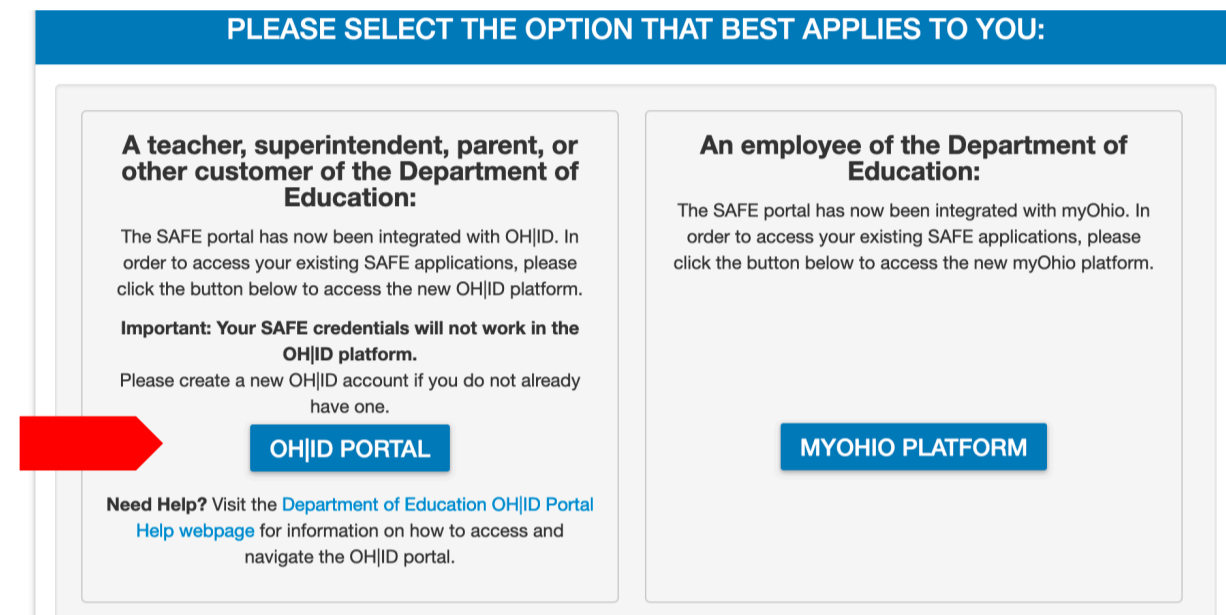
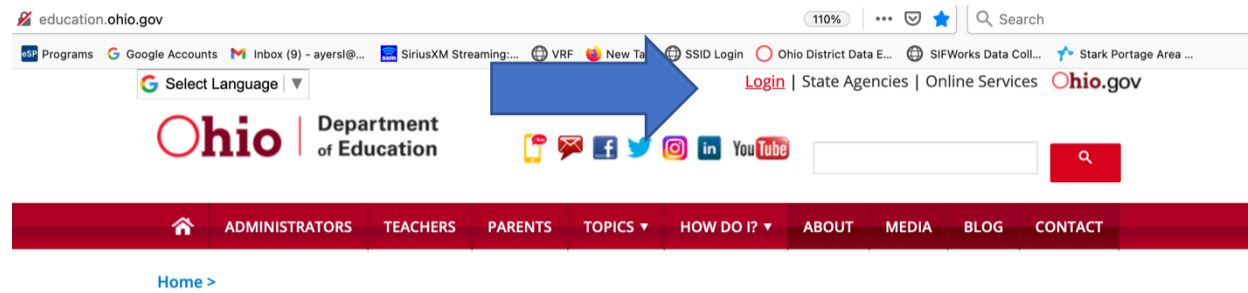


## STEPS TO RENEW A TEACHING LICENSE

Through ODE's website please select "Log in"



You will then Log into your safe account.

Then choose "sites and applications"

You will need to find the application named **Educator Licensure and Records (CORE)**

Click Launch

From there it will take you to a page where you will start the renewal of your license

### 2 Notes :

You will not have any documents to upload – there is a page that will ask you if you have documents to upload – no you do not – you may click "next"

At one point you will be asked who you are applying through? You may type in Minerva Local LPDC and then choose that.

(I am typing from memory as I cannot access the same application that you will see – it may not be worded exactly like that)

Once you have applied and paid for your license I will receive an email that states that an application is awaiting approval and put on hold until it is approved.

We will meet as an LPDC committee and approve that license. At that point I will go into CORE and approve the application.

You will then receive an email that your license is attached. You may print that out and keep it.

I will receive the same email, at which time I will print it out and add it to your personnel file.

If you have any questions please feel free to call the office and Ext. 3706