

To Renew your license

1. Make sure you have **180** contact hours OR **6** semester hours of coursework approved by the LPDC.
2. Log in to your SAFE account at the ODE website.
www.safe.ode.state.oh.us/portal
Click on OH/ID portal
Click on Educator License and Records (CORE)
Go to my credentials
Find your license and click on action/ then renew
Put in effective date 07/01/??
Answer all questions
Renewal Eligibility- click renewing through LPDC
Required Application signature
 Find and put in #008609
 Click on Lakota Sandusky
Sign
Pay and submit
3. It will show you have an application submitted. It then goes to LPDC chairperson to be approved. You will get emails as it moves through the process.
4. When you get notification that you have a new license, go back into ODE and print it. Print one copy for the Board Office and one for yourself. The state sends LPDC a copy so you do not need to give them one.
5. Go into the Kiosk and Archive your old IPDP plan. You will then need to create a new plan. You can go back and copy and paste your old goals if you do not want to change them.