Ohio Department of Education Licensure RENEWAL Process

1. Go to https://ohid.ohio.gov/wps/portal/gov/ohid/login
2. Please login to access the Ohio ID Portal using your OH|ID Account. If you've forgotten your credentials, there is a "Forgot my username/password" help button.
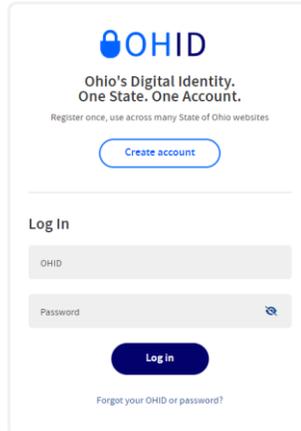
3. The portal may ask you to verify all your personal information. Please review and update appropriately.
4. Navigate to the Educator Licensure App and click Open App
5. Find your current license under "My Credentials" and select the Action drop-down, then the Renew option.
6. Select the current school year, and then click start the application.
7. You will then answer a few questions about yourself. If you answer "Yes" to any legal questions, you will have to explain it in a drop-down box.
8. The Wood County Organization Code is also known as an IRN, that number is 050666. This ensures the state notifies us of your application and licensure.
9. Click pay and submit (*under my application status*) – You will need to use a credit card for payment or debit card that can be ran as a credit card. An email will be sent to the proper personnel who can electronically sign for the WCESC. Then, once accepted, the ODE will process your licensure.

If you should have any questions, please contact the Personnel Secretary, Kelly Llanas by calling 419-354-9010, ext. 305. Appointment times are available if necessary to assist in this process.