# Ohio Department of Education Licensure
## Application <u>Applying</u> Process

1. Go to https://safe.ode.state.oh.us/portal

## 2. A teacher, superintendent, parent, or other customer of the Department of Education:

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

**Important: Your SAFE credentials will not work in the OH|ID platform.**
Please create a new OH|ID account if you do not already have one.

### OH|ID PORTAL

Please login to access the Ohio ID Portal using your OH|ID Account.

3. Please click the link below to create your OH|ID Account in a few simple steps.

4. **Create New Account >**

5. If applying for a Sub license you will either, choose short term or long term sub.
6. Make sure the effective year is 2020.
7. Select organization click magnifying glass and type in **050666 (**This would be for any sub who is working and is being paid through WCESC or any WCESC employee even if you are in a district building)
8. You will then answer a few questions about yourself. If you say Yes to any legal questions you will have to explain it in a drop down box.
9. If you have transcripts to upload scan them front and back and then upload the pdf to ODE.
10. Mail To Organization also IRN **050666** ( aide only licenses)
11. 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 ODE will process your licensure.

If any questions please contact Alicia Leslie or Stephanie Dyar 419-354-9010