CORE Applicant User Manual

OFFICE OF EDUCATOR LICENSURE

JUNE 2018

Ohio | Department of Education

Contents

Accessing the CORE System

Access to the Ohio Department of Education's Connected Ohio Records for Educators (CORE) system is available through the Department's Secure Application for Enterprise (SAFE) portal. Users must have a SAFE account to access the CORE System. Begin by visiting the Department's webpage at education.ohio.gov.

1. Click the SAFE link at the top of the page to display the SAFE sign-in page.
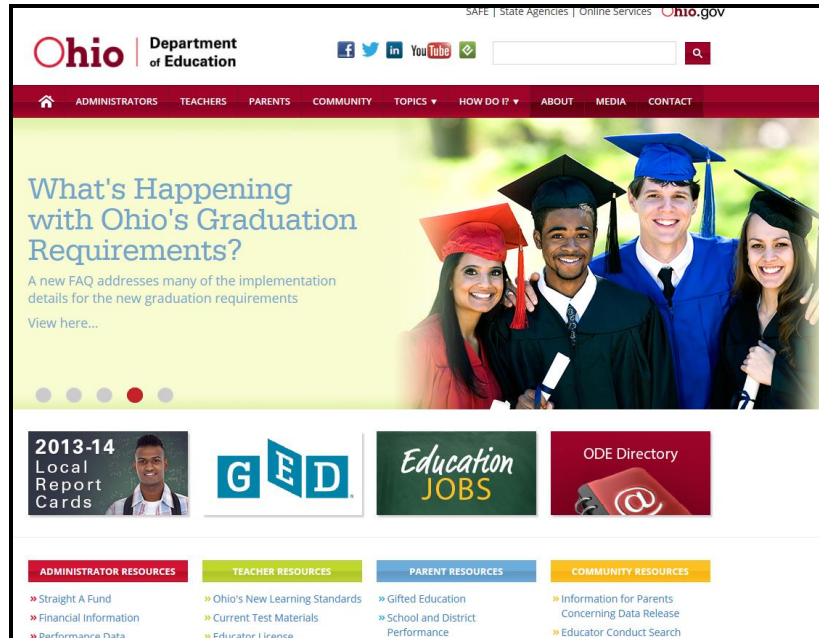
2. Enter your user name and password and click Sign In. If you do not have a SAFE account, click "Sign Up" and follow the instructions to create one. Click *Safe Sign up help* to view the instruction manual.

   Please click the *Forgot user name or password* link if you do not remember your user name or password. Follow the instructions to receive a new password via email.

   Your personalized CORE Dashboard will be displayed after you successfully log in to the system.

CORE Dashboard

The CORE Dashboard allows you to navigate the CORE Online Licensure system. This easy-to-use page allows you to access the features in CORE. The items that appear on the Dashboard are customized to the individual logging in. The red ribbon at the top of the page will indicate access areas based on your unique user role(s).

My Profile

The "**My Profile**" section of the Dashboard houses your demographic information. **Please note that you must update your information under "My Profile" before starting or submitting an application.** To access your information in "My Profile":

1. Click "My Profile" in the red ribbon at the top right of the screen on the CORE dashboard.

2. Update your information (address, phone or email) by clicking the [icon] icon.
   o Click *Edit* in the section that needs updated and make the necessary changes in the pop-up box.
   o Click *Save*.
   o Click *Return to Page* when you are finished updating your information.

3. Click *Go back to Dashboard* to return to the Dashboard.

QuickTips	It is important to keep your information current. The Department uses the information in My Profile to contact applicants regarding their applications.

EDUCATOR LICENSURE ▾   PUPIL ACTIVITY ▾   LPDC ▾   CORE DASHBOARD ▾   MY PROFILE 👤

💬 Messages & Notifications   Help ❓

- *Please verify your demographic information is correct. Click the "My Profile" button in the upper right-hand corner to update your information.*

🪪 My State ID

State ID: OH3310295

👤 My Application Status   Pay & Submit $ | View History ⏱ | ❶

Below is a list of applications you have submitted. The status will be updated accordingly as your application moves through the review process.

Submitted Applications (last 365 days)
No applications to display.

Applications Not Yet Submitted
No applications to display.

🍎 My Credentials   Apply for NEW Credential ➕ | View History ⏱ | ❶

If you have never held an Ohio license or are applying to receive a new credential that you have not previously held, please click the *Apply for NEW Credential button*. If you are a license holder renewing or modifying a license that you currently hold or have held in the past, please find the credential in the list below and select the *Action* button.

Credential	Status	Effective Year	Expiration Date	Credential Number	Action

Total credentials: 0

🏳 My Background Checks   Click to View ➕ | ❶

✴ My IPTI Registrations   Click to View ➕ | ❶

🏠 My Account   Click to View ➕ | ❶

📂 My Documents   Click to View ➕ | ❶

📋 My Resident Educator Summary   Click to View ➕ | ❶

DASHBOARD FEATURES

- The **HELP** icon in the red ribbon links to a list of helpful resources.

- **Messages & Notifications** displays important information.

- **My Credentials** displays your active and historical credential information. From this section, you may begin an application for a new license or renew, advance, align or transition currently held licenses. You also may download and print a copy of your active credential. NOTE: You must click *View History* to see a full list of your credential history.

- **My Application Status** displays the status of your application(s). You may edit, delete or submit an application you began previously. You may edit or delete any application you have not yet submitted. Click *Action* next to the credential application you need to edit. You may change any information except the credential you requested. If you requested the wrong credential, you must delete the application request and start a new one.

- **My Account** displays your payment history and current account balance. You may make a payment from this section. Submitting a payment is easy with the secure, online system that accepts credit cards and electronic checks (E-Checks) for licensure applications.

- **My Documents** displays documents you have uploaded to your account. You may upload required transcripts and other documents.

- **My Background Checks** displays your BCI/FBI background check history.

- **My Resident Educator Summary** is available for Resident Educator and Alternative Resident Educator license holders to view their progress in the Resident Educator program and the results of any Resident Educator Summative Assessment scores.

- **My IPTI Registrations** is available for candidates pursuing the Alternative Resident Educator pathway who wish to register for the Intensive Pedagogical Training Institute.

How Do I Request an Educator State ID Online?

The Ohio Department of Education creates and assigns Educator State ID numbers to individuals in CORE. The Educator State ID is necessary to complete an application. Educator State IDs also help Department staff identify and eliminate the occurrence of duplicate records in the Department's database.

Please complete the following steps to request an Educator State ID:

1. First, you must have a SAFE account. If you do not have a SAFE account, please follow the instructions in the "Accessing the CORE System" section of this manual.

2. After you've created a SAFE account, log in to SAFE and select *ODE.CORE* from the SAFE Portal Menu.

3. Select *My Profile* from the CORE Dashboard.

Please note: If you are a credentialed educator in the State of Ohio, you already have an Educator State ID. You will see it on your Dashboard and in "My Profile." *IF* you are a credentialed educator in the State of Ohio *and* the *Obtain State ID* button appears, you may have a duplicate record. This requires maintenance in the Department's data system*.* **DO NOT click *Obtain State ID* if you are a credentialed educator.** Please contact Educator Licensure Customer Support at Educator.Licensure@education.ohio.gov to correct the duplicate records.
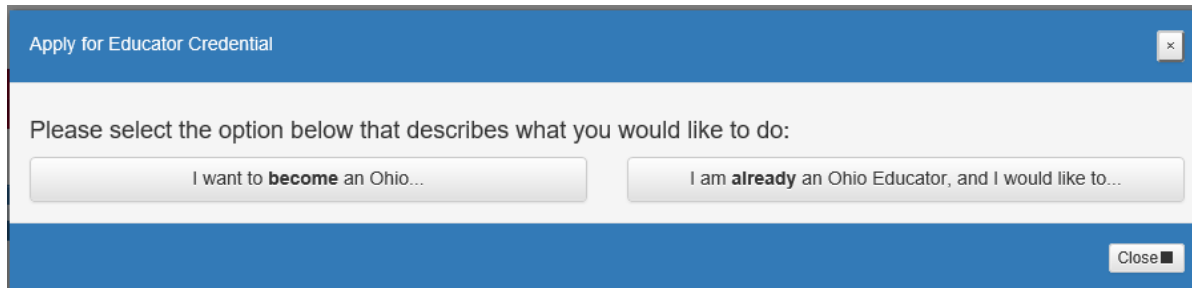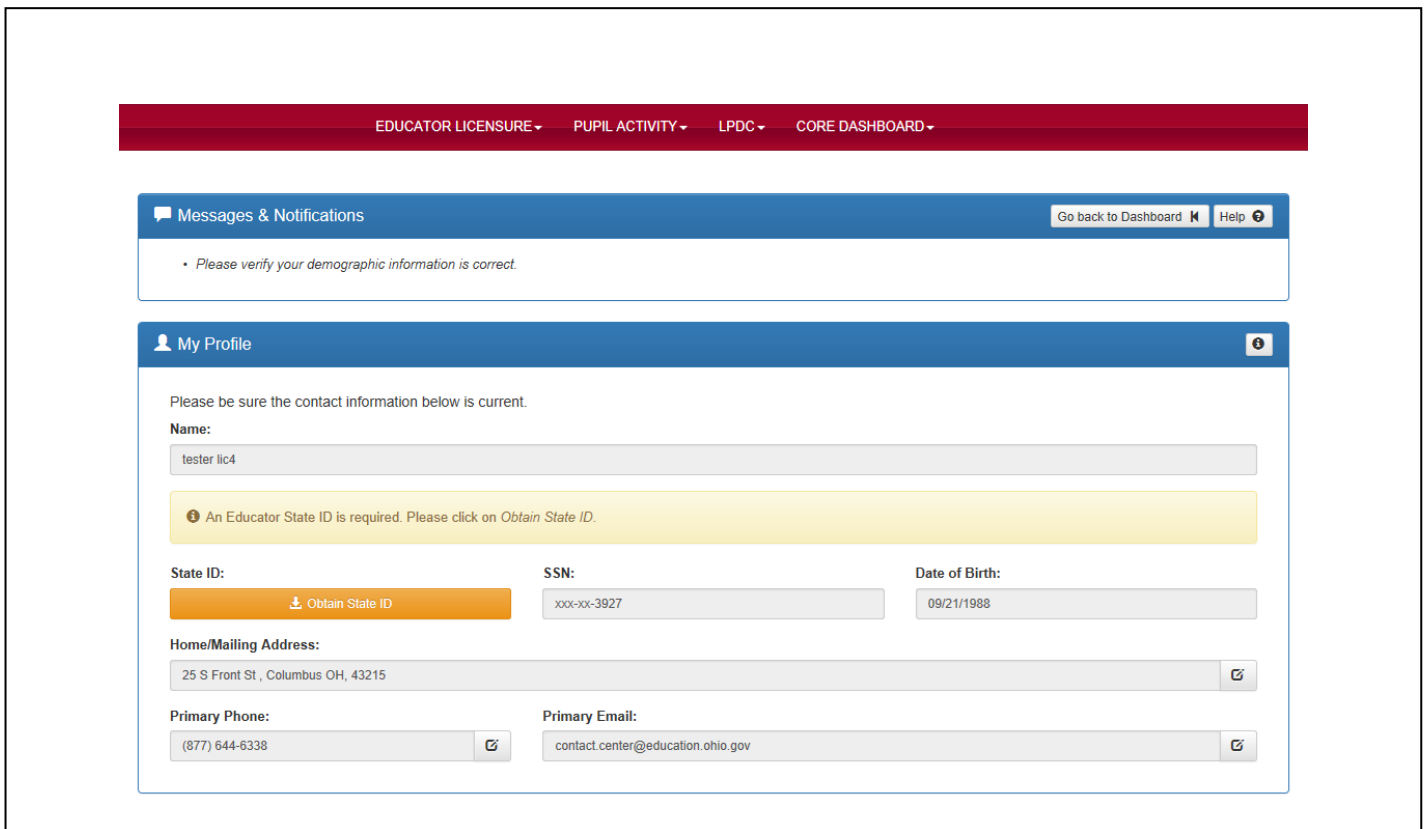

4. Click *Obtain State ID* and answer the questions in the pop-up box. If you answer "Yes" to any of these questions, you already have an Educator State ID. You may be prompted to select an account that matches your demographic information. Once you have answered all the questions correctly, your Educator State ID will be assigned automatically and appear in the "Educator State ID" field on the "My Information" screen.

How Do I Submit a New Application?

Please complete the following steps to apply for licensure:

1. To begin an application for a NEW credential, click *Apply for a NEW Credential* in the "My Credentials" section on the CORE Dashboard.

2. A pop-up screen will prompt you to select an application type.

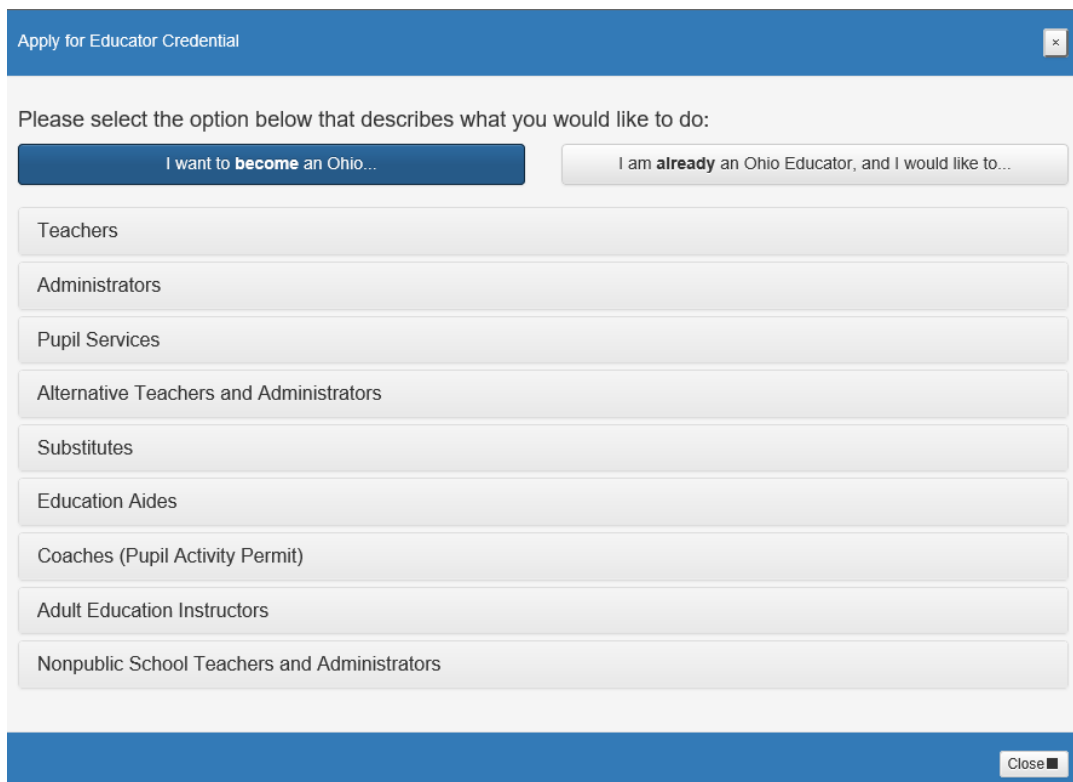3. Click *I want to become an Ohio …* if you wish to apply for a new license.

   - The next screen is organized by categories of licenses. Click the category to view a list of available licenses. Example: Click *Teachers* to view a list of all licenses for which a teacher may apply.

   - Select a license type to get a full description of that credential and helpful links to more information for out-of-state applicants, background checks and other requirements.

4. Click *I am already an Ohio Educator …* to select actions appropriate to your previously issued credential.
   o The next screen will display different options for your previously issued license(s).

Apply for Educator Credential   ×

Please select the option below that describes what you would like to do:

| I want to **become** an Ohio... | I am **already** an Ohio Educator, and I would like to... |

Add A Teaching Field Or Endorsement To My Credential

Advance My Credential

Align My Credential

Correct My Credential

Extend My Credential for 1 Year

Renew My Credential

Transition My Credential

If you do not see the option you are looking for and would like to apply for a NEW Ohio Educator Credential please click here

Close ■

APPLICATION INFORMATION

Throughout the application process, you must provide information related to your specific application. You will be required to answer questions regarding your residency, military service and criminal history. Additionally, you must electronically sign your application by selecting "Yes" in the "Applicant Signature" section. Please see below for information regarding some of the prompts.

- **Effective Year**. If applicable, you will need to select an effective year for your credential during the application process. **Note that any credential will be "effective" on July 1 of the chosen Effective Year.**

- **E-Signature**. If your application requires an electronic signature from an employing school/district/LPDC or from an Ohio college/university, enter the IRN provided by the organziation or the name of the organization. Select the correct organzation by clicking the name or IRN in the list that populates. You also may click "Find" and type the IRN or organization name in the pop-up box provided and click *Find Organization*. If you accidentally select the wrong organization, simply click *Reset* to clear the selection.

- **Documents**. If your application requires the submission of documents, click *Upload Documents*. You may open and view any document previously uploaded.

Transcripts

If a transcript is required to process your application, please scan and upload your original, official transcript in PDF format only. **We cannot accept grade reports, photos of transcripts or unofficial transcripts.** It is not necessary to resubmit transcripts already on file.

- Date degree was awarded must be visible.

- Include all pages of transcript (front and back).

- Registrar's signature and transcript key/guide must be visible.

- Create one PDF file per transcript (do not upload pages separately).

- Upload transcripts from multiple universities separately (each transcript should be one PDF file).

Additionally, you may mail your official transcript to our office for review:

Ohio Department of Education
Office of Educator Licensure
25 S. Front Street, Mail Stop 504
Columbus, OH 43215

Bundling Applications

You may "bundle" multiple applications of the same license type and action and pay for all of them at once. For example, if you have multiple five-year professional licenses to renew, you may bundle them and submit one application and payment. Click *Request Additional Credential* at the bottom of the application.

APPLICATION PAYMENT

1. **Pay and Submit Applications**. Click *Include* for the application(s) you wish to submit. You will see the total amount due for all applications selected.

2. Click *Continue.* You will see a pop-up box verifying you are navigating to the external payment site to process your secure, online payment.

3. Click *Continue* to make your payment or *Cancel* if you do not wish to make a payment yet. Do not click your browser's back button from this screen.

4. **Choose Payment Method**. You may pay for your application with a credit card or electronic check (E-Check). Select one of these choices in the Payment Method drop-down menu. Click *Next.*

E-CHECK PAYMENT

- You may use either a checking or savings account to make a payment by E-Check. Enter the bank routing number, your bank account number and your email address. Then, click *Review* to proceed.

- **Review Payment Details.** Review the details on the following screen, and click *Make Payment* if the information displayed is correct. If you need to make changes, click *Back* to return to the previous screen.

- While your payment is processing, a spinning circle will appear. **DO NOT press any keys on your keyboard or use your mouse during this time to ensure proper payment processing.**

- **Application Submitted**. After your payment is processed, you will return to your Dashboard where you may view the status of your application.

- **Verify Payment**. In the "My Account" section, you will see your payment posted to your account. You also will receive an email confirmation of both your payment and the submission of your application.

CREDIT CARD PAYMENT

- Select Credit Card from the "Choose Payment Method" screen to process a credit card payment. The following credit cards may be used: American Express, Discover, Master Card or Visa. **Please note:** You must use a credit card or a debit card that does NOT require a PIN. Cards that require a PIN are not accepted. Prepaid cards are acceptable if they do not require a PIN.

Enter Payment Information

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.

The following link provides information regarding the card security code.

Ohio Department of Education - Educator Licensure Payment Summary

Total: $160.00

Payment Information

* Credit Card Number:	* Credit Card Type:
* Expiration Month:	* Expiration Year:
* Card Security Code:	

Billing Information

First Name: Mary	Middle Name:
* Last/Business Name: Teacher	* Phone:
* Address Line 1:	Address Line 2:
* City:	* State/Province/Region:
* Zip/Postal Code:	Country:
Email: mary.teacher@yahoo.com	Email Receipt: ☐

Continue   Cancel

- Enter the necessary information on the credit card payment screen. The fields indicated with an asterisk are required. You must provide an email address and check the box "Email Receipt" to receive an email confirmation of your payment. Click *Continue* when you are finished.

- **Review Payment Details**. Review the details on the following screen, and click *Confirm* if the information displayed is correct. If you need to change any information, click *Back* to return to the previous screen.

- While your payment is processing, a spinning circle will appear. **DO NOT press any keys on your or use your mouse during this time to ensure proper payment processing.**

- **Print Receipt (for credit card payments only)**. Your receipt will appear on the next screen. You may print this for your records. You also will receive an email receipt if you checked the box to "Email Receipt" and provided your email during the payment process. Click *Continue*.

Print Receipt

Your credit card payment has been successfully authorized. Thank you for using the Central Payment Portal online payment processing system.

Please print this page for your records and note the confirmation number below. This will serve as your receipt.

Ohio Department of Education - Educator Licensure Payment Summary

Payment Status: Authorized

Confirmation Number: 2722

Authorization Date: 10/31/2014 12:56:00 PM

Total: $160.00

Payment Information

* Credit Card Number: ****************	* Credit Card Type: MasterCard
* Expiration Month: ****	* Expiration Year: ****
* Card Security Code: ***	

Billing Information

First Name: Mary	Middle Name:
* Last/Business Name: Teacher	* Phone: 6144444444
* Address Line 1: 123 Main St	Address Line 2:
* City: Columbus	* State/Province/Region: Oh
* Zip/Postal Code: 43215	Country: United States
Email: mary.teacher@yahoo.com	Email Receipt: Yes

Continue

- **Application Submitted**. After your payment is processed, you will return to your Dashboard where you may view the status of your application.

- **Verify Payment**. In the "My Account" section, you will see your payment posted to your account. You will receive an email confirmation of both your payment and the submission of your application.