



Administrative Center

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Directions for Ohio Department of Education's Online Licensure Applications (effective January 1, 2014)

Mid-East CTC	IRN: 051300	E-Signer: Richard Hall
Mid-East CTC LPDC	IRN: 014441	E-Signer: Christopher Allen

1. Go to the Ohio Department of Education's website located at www.education.ohio.gov. At the top of the page is a link to sign in to your **SAFE** account. If you do not have a SAFE account, click on "Sign Up" under the "Don't have a SAFE account?" box.
2. If you have previously held a license or permit, click on "Manage Account Settings" on your Home Page to update your personal information. Please make sure your email address is correct.
3. Under "Web Applications" on your Home Page, click on **ODE.CORE** (Online Licensure System).
4. If you have not previously held a license or permit, click on "My Profile" under the "My State ID" box to obtain a state ID.
5. If you are applying for a **NEW** license or permit, click on the "Apply for NEW Credential" box under "My Credentials". Click on "I want to become an Ohio..." and choose the appropriate credential, effective year, and organization name or IRN. Once you have selected the correct organization, click on "Start Application Process".
 - For new licenses, substitute licenses, educational aide permits, adult education permits, etc., select **Mid-East Career and Technology Centers/IRN 051300**. E-Signer is **Richard Hall**.
6. If you are **RENEWING** an existing license or permit, click on "I am already an Ohio educator, and I would like to...", then click on "Renew my Credential".
 - If you are renewing through the LPDC, select **Mid-East Career and Technology Centers LPDC/IRN 014441**. E-Signer is **Christopher Allen**.
 - If you are renewing a substitute license, educational aide permit, adult education permit, etc., select **Mid-East Career and Technology Centers/IRN 051300**. E-Signer is **Richard Hall**.
7. When you have completed your application, click on the "Pay and Submit Application" button. This will take you to an external site for payment processing. Acceptable payment methods are by e-check or credit card. You will receive an email when your payment is processed.
8. For additional help, please call:

Administrative Center:	Michelle Johnson
Adult Education:	Jackie Allen
CARE:	Shirley Danley
Buffalo Campus:	Alissa Wood
Zanesville Campus:	Cindy White