Create an ODE SAFE account.

Then, log into your SAFE account: [https://safe.ode.state.oh.us/portal](https://safe.ode.state.oh.us/portal)

Hover over My Educator Profile. Then click on My Applications.
On this screen you’ll need to fill in your SSN (no dashes). Then, under Address click Add New Address. Select Home Address in the drop down box and complete your home address information. You may delete the School or District Physical Address by clicking the trash can under Action.

When you’re finished, click **Click My Information**, to update the screen. Then apply for Educator State ID (see next screenshot).

Click the Apply box.

If you answer no to all of the questions, then click Assign my State ID.
If you answer Yes to any of the questions, select the record that matches your information or follow the instructions in the window. Click close.

Click My Educator Profile, then My Applications.
Click the + sign next to License. Then choose Initial 4 Year Resident Educator/Teaching – In State.
Use the drop down arrow in the text box next to Term: to select “4 Year.” Professional Classification: select “Resident Educator.”

New License Application - Step 1/2

License applying for: Initial 4 Year Resident Educator/Teaching - In State

- Select Term:
- Select Professional Classification:
  - 4 Year Resident Educator License - Adolescence for Young Adult (7-12)
  - 4 Year Resident Educator License - Early Childhood (P-5)
  - 4 Year Resident Educator License - Early Childhood Intervention Specialist (P-5)
  - 4 Year Resident Educator License - Intervention Specialist (K-12)
  - 4 Year Resident Educator License - Middle Childhood (4-9)
  - 4 Year Resident Educator License - Multi Age (P-12)

Effective Year: select 2014.

Mail to Address: Select School District. Then click the Search icon on the Search School line. The next window appears. Type “062927” in the IRN text box or search for University of Cincinnati.

Double-click on the line of University of Cincinnati with the 062927 IRN.

You will select University of Cincinnati again in the Educator Preparation and the Signatures areas.
Answer the Residency question.

Answer the Legal Questions. If you answer Yes to any of the questions, a text box will appear for you to complete.

Check the box for Applicant Signature attesting to the fact that everything you are submitting is true.

Click SAVE APPLICATION and next.

Payment instructions:

You may pay for and submit your application once you have emailed/faxed your OAE test scores and applied for graduation.

Go back into My Educator Profile and click on My Applications. Your 4-year resident educator application will be listed. Your fee will be $160.
My Applications
Use this screen to apply for a NEW Credential. To Renew, Advance or Transition a credential that you have previously held, click My Credentials.

<table>
<thead>
<tr>
<th>Type</th>
<th>Credential</th>
<th>Details</th>
<th>Created Date</th>
<th>Last Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>New In State</td>
<td>4 Year Resident Educator License - Adolescence to Young Adult (7-12)</td>
<td>More details</td>
<td>12/11/2013</td>
<td>12/11/2013</td>
<td>Pay $160 for selected Applications</td>
</tr>
</tbody>
</table>

Pay for multiple applications at once

Applications Submitted with Payment
No Applications Available

My Account

<table>
<thead>
<tr>
<th>Educator Info</th>
<th>State ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Birth date</th>
</tr>
</thead>
</table>

Transaction History
If your current Account Balance is negative, that amount must be applied to your account before any requests on Payment Hold can be issued.
Current Account Balance: $0.00

No Transaction found.

Credential Request
You have selected to pay for the credentials listed below. Please review this list and the amount due. If this is not correct, click here to select different application(s).

<table>
<thead>
<tr>
<th>Action</th>
<th>Effective Year</th>
<th>Credential</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>New In State</td>
<td>2013</td>
<td>4 Year Resident Educator License Adolescence to Young Adult (7-12)</td>
<td>$160.00</td>
</tr>
</tbody>
</table>

Payment Due
The total amount to be charged to your credit card is shown below. Click "Next" to continue with your credit card payment.

Current Account Balance: $0.00
Credentia Payment: $160.00
Total Payment Amount: $160.00
Remaining Account Balance: $0.00
UC receives an email that your application is pending as soon as you submit your payment.