ODE Licensure Application Instructions
Middle Childhood Education Applicants

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.”
Then choose your two teaching fields.

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.

Save Application and Next.

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.

Email your test score report (all 3 tests) directly to me at: karen.schmidt@uc.edu

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. Complete the credit card information. Then click submit payment.

UC receives an email that your application is pending as soon as you submit your payment.