ODE Licensure Application Instructions
School Speech-Language Pathologist Applicants

You should apply for your license during the last week of May or later, if you are graduating 15SS. Create an ODE SAFE account.

Then, log into your SAFE account: 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.

My Information
Please review your address, phone number, and e-mail address information below for accuracy.

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 5 Year Professional/Pupil Services – In State.
Use the drop down arrow in the text box next to Term: to select “5 Year.” Professional Classification: select Professional.

**New License Application - Step 1/2**

Effective year: select 2015.

The Mail to Address: selection no longer exists on the application as all licenses are now sent via email.

You will select (University of Cincinnati 062927) 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:
Go back into My Educator Profile and click on My Applications.

Your 5-year pupil services application will be listed, not the 4-year resident educator as shown here. Your fee will be $200.
UC receives an email that your application is pending as soon as you submit payment.