

What Does It Mean to Align My Licenses?

Aligning your licenses means you are changing the effective year of one or more currently expiring licenses to match the effective year of a previously issued, active, standard teaching license. Once your licenses are aligned, they will all have the same expiration date. This will allow you to renew all of them at the same time, which will reduce your licensure costs and allow you to use the same professional development to renew all your professional licenses.

How Do I Align My Licenses?

Please complete the online application through your OHID account. You will need to select the action to **ALIGN** your currently expiring license(s) to a previously issued (active) standard teaching license. You will then need to select the license to which you are aligning in the application. Please note that the option to align is not available for all license types (examples: Supplemental, Substitute licenses).

Example: Your 5-Year Professional Principal license expires in June of this year. You also have an Intervention Specialist license that expires next June. When you are ready to renew your principal license, select the action **ALIGN** (not Renew) to begin the align application. You will then select your Intervention Specialist license as the license you are aligning your principal license to in this application. The system will automatically change the effective year of your principal license to match the effective year of your previously issued Intervention Specialist license. Now both licenses will expire next June, and the professional development (including CEUs or coursework) you completed after the issue date of the Intervention Specialist license may be used to renew **both** your principal and Intervention Specialist license next year. Please note that you must meet the renewal requirements for a currently expiring professional license at the time you align (and renew) your licenses. Please see the [Renew an Advanced, Associate or Professional License webpage](#) for more information.

When Can I Align My Licenses?

You may align your licenses only when one of them is up for renewal. **You may not align until the expiration year of one of your licenses.**

What Requirements Do I Need to Meet to Align My Licenses?

You must meet the renewal requirements for a currently expiring professional license at the time you align your licenses. Please see the [Renew an Advanced, Associate or Professional License webpage](#) for more information.