



# Licensure Renewal Instructions

## North Central Ohio ESC Employee Guide

Please follow these step-by-step instructions to successfully submit your license renewal through the Ohio Department of Education and Workforce portal.

### Step 1: Meet Renewal Requirements

Before beginning your application, ensure you have completed all necessary Continuing Education Units (CEUs) or college coursework. Additionally, verify that you have current FBI/BCI background checks on file with the State Board of Education.

### Step 2: Log in to OH|ID

Navigate to the **OH|ID Portal** and log in to your account.

*Note: If you do not have an OH|ID account, you will need to create one before proceeding.*

### Step 3: Open the CORE App

Once logged in, locate and select the **Educator Licensure and Records (CORE)** application to access your educator dashboard.

### Step 4: Update Your Profile

Click on **My Profile** in the red ribbon at the top right of your CORE Dashboard. Verify your personal details and current employing school district, then save any necessary updates.

### Step 5: Access Your License

Return to the main dashboard and locate the **My Credentials** or **My Licenses/Certificates** section. Find the specific license you need to renew.

### Step 6: Select the "Renew" Action

Click on the **Select Action** drop-down menu (or the **Action** button) next to your expiring license and choose **Renew**.

## **Step 7: Complete and Submit the Application**

Follow the on-screen prompts to complete the application form. When prompted to enter the Information Retrieval Number (IRN) for your employing district, use the NCOESC details below:

- **Organization:** North Central Ohio ESC
- **IRN:** 123257

## **Step 8: Pay the Fee**

Review your application and pay the required licensure fee online using a credit card or electronic check.

**Need Assistance?** > If you have questions regarding your CEUs or the renewal process, please contact Tiffany Gatchel at 740-387-6625 or [tgatchel@ncoesc.org](mailto:tgatchel@ncoesc.org)