# Instructions to Apply to ODE for a New Field or Endorsement(s)

Applying online is a two-step process.

# CREATE AN OHIO DEPARTMENT OF EDUCATION SAFE ACCOUNT if you

do not have one.

Go to: https://safe.ode.state.oh.us/portal/ to open an account. Be sure to make note of your password.

If you already have a SAFE account, go to step 2.

1. **APPLY to ADD an Endorsement to a LICENSE ONLINE.** Have your State ID available to enter. It is on your teaching license. It is $20.00 to add a new field or endorsement to an existing license. Do not apply until required licensure tests have been passed and you have completed all required coursework per your Program Plan. **USE the IRN #062869** for The University of Akron.

https://core.ode.state.oh.us/Core3/ODE.CORE.CE.Public.UI/Application .

* + Log into your SAFE Account.
  + Click on ODE CORE.
  + Click on My Credentials “Renew, Advance, Transition, Add an Area, Extend and

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* + Click on the Credential to which you wish to add a field or an Endorsement and follow instructions.
  + Answer all questions completely and honestly.

You are not required to submit transcripts or test score reports to ODE unless they indicate your application is “on hold” pending receipt of test score report. If you receive such notification, you should upload the document to your file as instructed.

Once you apply through ODE, your application comes to UA for program approval and OAE verification. We cannot approve the application until all requirements have been met (program completed and passage of OAE tests). The application is then submitted to the ODE Licensure Department for final approval. It should be issued within a few weeks. ODE will send you notification via email that your credential is approved and can be accessed through your SAFE account. You will then be able to print it out.

If you have questions, email Dr. Marty Saternow, Director of Teacher Education (mes93@uakron.edu).

If you have problems applying online, contact the ODE Licensure Office, 877-644-6338. They will help you through the process.

Rev. March 27, 2018