Instructions to Apply to ODE for the Initial 4-Year Resident Educator License

1. OPEN 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. This can be done several months in advance.

2. APPLY FOR the INITIAL 4-YEAR RESIDENT EDUCATOR LICENSE ON-LINE AT ODE THROUGH YOUR SAFE ACCOUNT. Do not apply until you have passed all required OAE content test(s) and APK.
   *If you have passed all your required OAE tests, you can apply for your licensure the last two weeks of the semester. You application will not be approved until final grades are posted and your degree conferred.

3. To apply online: Fee will be $160.00 for Initial Resident Educator License. If you apply for a 2nd Type of REL license (EC and ECIS), the fee for the second license is $20.00.
   Log into your SAFE Account.
   Click on ODE CORE.
   Click on New Application, Apply for a NEW License, Permit or Certificate
   Click on Teachers for drop-down, Check Initial Resident Educator License – 4 Year, then Apply
   Click on button “Completed a state of Ohio Approved Licensure Program.”
   Complete application for New 4-Year Resident License indicating the appropriate Type and Field(s).
   (The Early Childhood and Early Childhood Intervention Specialist are the only Types that would not have a Field.)
   Continue and follow instructions.
   Answer all questions completely and honestly.
   You are not required to submit transcripts or test score reports unless ODE requests them.
   ODE requires you to have a current FBI/BCI sent to them.

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, degree conferred, and passage of OAE tests) The application is then submitted back to the ODE Licensure Department for final approval. It should be issued and available to print 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 a District is hiring you and wants you to start as soon as possible, please email me to indicate that you are being hired. I cannot approve you early, however I will make sure your application is processed first.

You must apply for your Ohio educator license within one year from the date of completion of your program to be recommended by the College of Education for the licensure program you completed.

Email mes93@uakron.edu if you have questions or email a phone number and a good time to call if necessary. If you are unable to submit your application online for any reason, please contact ODE.
Use the following IRN# for The University of Akron if requested #062869 when you apply.