

Online 5-year License Renewal Process

1. Go to the ODE website
2. Click on SAFE at the top of the webpage
3. If you have a SAFE account, Sign In. If you don't, Sign Up....keep track of your username and password!
4. Once logged into your SAFE account, click on ODE.CORE
5. Hover over the apple for "My Educator Profile" to get a drop down of options....click "My Credentials"
6. In the Action column of your current credential, click the drop down arrow and click on "renew".
7. Also in the Action column, click the other drop down arrow and click "2014"
8. Click "Add New Request"
9. This page title is "Renewal Application Request Step 1/3"....fill in the necessary information.
10. Click "Save Application & Next"
11. This page title is "Background Checks and Signatures Step 2/3"..
 - Answer all pertinent questions.
 - You will need to click on the magnifying glass icon to search for our organization...type in **Westfall***
 - Select Westfall Local Schools LPDC
12. Click "Save Application & Next"
13. This page title is " Application Documents Step 3/3"
 - You should not need to submit any documents electronically as long as you are currently employed at Westfall. The LPDC will still verify your official documentation for renewal.
 - Click "Save Application and Done"
14. The next pages will walk you through the payment process. Have your credit card ready!
15. Once you submit your application, an email will be sent to the LPDC telling us your application is pending for our approval.
16. **You will need to submit your *official* documentation (transcripts and/or CEU certificates) to the LPDC by their next meeting.**
17. We will send you a confirmation check-sheet once we have verified your course work and approved your on-line application.