Instructions to On-Line Applicants

Initial 5 Year Professional/Administrator

Applying on-line is a four step process. Complete Steps 1, 2, and 4 as soon as possible. Complete Step 3 in your last month of program completion.

1. **OPEN AN OHIO DEPARTMENT OF EDUCATION SAFE ACCOUNT** if you do not have one.
   Go to [https://safe.ode.state.oh.us/portal/](https://safe.ode.state.oh.us/portal/) to open an account.
   If you already have a SAFE account, go to step 2.

2. **APPLY FOR A STATE ID** if you do not have one. To obtain a State ID:
   Open your safe account at [https://safe.ode.state.oh.us/portal/](https://safe.ode.state.oh.us/portal/)
   Click on ODE CORE
   Go to My Educator Profile
   Drop down to My Information
   Find button – Assign ID **(WRITE DOWN THIS STATE ID#--YOU WILL NEED IT WHEN YOU APPLY)**

3. **APPLY FOR INITIAL 5 Year Professional/Administrator**
   To apply on-line: You must use a Visa or MasterCard for payment ($200.00 for Initial).

   [https://core.ode.state.oh.us/Core3/ODE.CORE_CE.Public.UI/Application](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 Educator Profile
   At the top, hover for drop-down under My Educator Profile and click on My Information
   At the top, hover for drop-down under My Educator Profile and click on My Application (in blue)
   Click on New Credential Application
   Click on License
   Click on “Initial 5 Year Professional/Administrator-In State”
   Click on Apply

   Follow these instructions:
   Answer all questions completely and honestly
   Check “Initial 5 Year Professional/Administrator”
   Check appropriate Credential Type and Field (s)

4. Print the Verification of Experience Form (located on previous page under the instructions for Administrator Licensure) for the license you are applying for. It will need to be emailed or mailed to Xavier University before your application can be processed.