Instructions to On-Line Applicants

Initial 5 Year Professional/Pupil Services

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

XAVIER UNIVERSITY’S IRN# 064030
(You will need this # for the Signature section when searching for the Organization)

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. 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/
   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/Pupil Services
   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

   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/Pupil Services-In State”
   Click on Apply

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