Instructions to On-Line Applicants
Initial 4-Year Resident Educator License

Applying online is a three step process. Complete Steps 1 and 2 as soon as possible. Complete Step 3 in your 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/](https://safe.ode.state.oh.us/portal/) to open an account.
   If you already have a SAFE account, go to step 3.

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 Sign Up
   Follow the appropriate steps
   (WRITE DOWN THIS STATE ID#--YOU WILL NEED IT WHEN YOU APPLY)

3. **APPLY FOR INITIAL 4-YEAR RESIDENT EDUCATOR LICENSE ON-LINE.** To apply on-line: You must use a Visa or MasterCard for payment ($160.00 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 **New Application-APPLY**
   Click on the + sign next to Teachers (Expand)
   Click on Resident Educator License - 4 Year
   Click on **Apply**
   Select License Type - A State of Ohio approved licensure program

   Follow these instructions:
   Answer **all** questions completely and honestly
   Select appropriate Credential Type and Field(s)
   Indicate license to begin effective for applicable year
   Save application and Next

4. Email **xulicense@xavier.edu** the following information after you have applied online for your license. Include your name, banner id#, state id# (received in step #2), and type of license applied for.