**WAIT TO DO THIS UNTIL YOUR PROGRAM TELLS YOU IT IS THE APPROPRIATE TIME**

**Note: at the end of Internship you’ll apply for your 5 year license through the Board of Psychology (not the state Board of Education)**

**Application Instructions for 1-Year Temporary Pupil Services License in School Psychology**

All Temporary applications for licenses for educators in Ohio, including substitutes, are now processed online (no other format will be accepted). The State Board of Education will manage the 1-year Temporary license. This document is prepared to provide information and resources on the statewide education CORE system, which includes the online licensure application and payment process, which will be necessary for students to apply for and obtain both the Temporary Pupil Services License and the subsequent Initial Pupil Services Professional License in School Psychology. Please take the time to read the following information.

***Sign up for an account***

**What is CORE?** CORE is an acronym for Connected Ohio Records for Educators. It is a web site that addresses all aspects of an Ohio educator’s qualifications such as licensure, residency, employment history, and professional conduct. The CORE product most commonly used by teachers and school staff is “My Educator Profile” and “Educator Profile.”

* The “My Educator Profile” provides a secure environment for future and current educators to detail their demographic data, and, most importantly, within this context, apply and pay for initial and renewal licensure.
* The “Educator Profile” allows teachers, administrators, and parents to check the status of an educator’s application, as well as review credential history.

For additional information see CORE Overview provided on the ODE website.

**How do I access CORE?** You will need a SAFE account to access CORE. If you have been employed in the past as a teacher, you may already have a SAFE account. However, if you are new to the educator licensure system within the state of Ohio, you will need to create a SAFE account.

**How do I create a SAFE account?** To obtain a SAFE account, do the following:

1. Have your state-issued driver’s license or state identification card on hand. Information from a valid state driver’s license or state ID card will needed to create a SAFE account.
2. **Proceed to the** [**SAFE-Sign Up**](https://safe.ode.state.oh.us/portal/signup/signup) **page** to begin the steps for creating a SAFE account. Once at the *SAFE Sign Up* page, **enter the basic information** (Name, Social Security Number, and Birthdate) **and click Next**.
3. On the subsequent page, you will be asked to provide your Contact Information, Identity Verification (this is where you will use your valid Ohio Drivers License or other approved documentation), and Account Information (for selection of your unique username and password). After completing these fields, you will need to **verify that you agree to the *Terms of Services and Privacy Policy*** **and select Next.**
4. Once all of the above information has been successfully entered, you will receive an email confirmation to complete the SAFE sign up (this request expires in 30 days).
5. **To confirm your SAFE account, click the link provided within the email that was sent to you** and enter your social security number and the Key that was sent in your confirmation email. Click Continue.
6. **Congratulations! You now have successfully created your SAFE account and can login!**



**Now that I have created my SAFE account, how do I apply for the Temporary License?** Once your SAFE account has been created, application for licensure requires a few simple steps:

1. **Proceed to the main login page for** [**SAFE**](https://safe.ode.state.oh.us/portal) using your unique username and password.
2. Once logged in, you will find a page that provides your demographic information (e.g., email, address, phone), account management/access information, and web systems. It is the Web Systems portion that you will use to apply for licensure.
3. **Click the ODE.CORE** (Connected Ohio Records for Educators) link. This will direct you through the Online Licensure System
4. Once at the ODE CORE main page, **click *My Educator Profile*** (found under the heading of Educator Licensure). Everything related to your future professional educator career in Ohio will be managed through your profile.
5. At the My Information page, you will need to create a unique State ID code that will be used to identify your educator status (this is required for any persons already not in the system). This number is generated automatically following your answering “yes” or “no” to several questions. In addition, you will want to verify that your demographic information is accurate.
6. Once your personal information has been verified, you are ready to begin your official application. To initiate your application, **click the *My Applications* link** (located under the My Educator Profile tab—there also may be a direct link at the top of the page).
7. Once at the My Applications page, **click the *New Credential Application* tab**.
8. After clicking the New Credential Application tab, you will be directed to a page asking you to choose the type of license. For interns in school psychology, do the following:
	1. **Expand the *License* tab**
	2. **Select** ***Temporary License*** (this is for an Initial Temporary Pupil Services license that requires an electronic signature of the superintendent or his/her designee of the employing (fiscal agent) Ohio school district
	3. **Click *Apply***
9. The Term for your License Application will be for 1 Year and the Professional Classification should be listed as Temporary.
10. **Select the *1-Year Temporary License—Pupil Services*** credential in the drop-down menu.
11. After you select this credential, you will be prompted to select an appropriate Teaching Field. **Select *School Psychologist***.
12. **Select the *Effective Year*** from the drop-down menu (for 2020-2021, the Effective Year would be 2020—all licenses will be dated effective on July 1st).
13. **The next steps are ESSENTIAL to the process (failure to complete the following steps or provide false information may result in delay or denial of your application)**:
	1. **Enter a Valid IRN for the district that is serving as the fiscal agent for your internship**. You will do this by selecting the find icon (looks like a magnifying glass). This will direct you to a pop-up box asking for either the IRN or the Name (from experience, it is MUCH easier to enter the 6-digit IRN number for the district). After entering the IRN number, you should see the district name appear in the dialogue box. Confirm this is the CORRECT fiscal agent. If this is correct, move your cursor over the district name to active the hyperlink and click. Automatically, this information (valid district and where to mail your license) will be generated on your application. **Click *Save Application and Next*** **to continue**.
	2. **Select the *Organization for Superintendent Signature***. You will search for the superintendent signature much in the same way as described previously. That is, select the find icon (looks like a magnifying glass), enter the 6-digit IRN for the district, move your cursor over the district name to active the hyperlink and click. Automatically, this information will send your application to the appropriate e-signer.
	3. **Answer the *Residency* Question**. Indicate either “Yes “ or “No” on the appropriate radio buttons to respond to the question Have you live continuously in Ohio for the past five years?
	4. **Examine the information provided within the *Background Check* window**. The dialogue box will indicate if your Background Checks are valid. If not, you will be required to complete the appropriate BCI and FBI criminal background checks. For additional information see the Background Check FAQs provided on the ODE website.
	5. **Answer the 5 *Legal Questions***. If you select “Yes” to any of these questions, you will be required to provide an explanation.
	6. **Certify your application under the *Applicant Signature* dialogue box**.
	7. **Click *Save Application and Next* to continue**.
	8. **You will be prompted to upload and/or mail any required documents**. For SPSY students applying for the Temporary License, there is no requirement to submit academic transcripts. However, you will be required to submit a letter on university letterhead signed by the program’s intern coordinator(s) verifying completion of requirements and readiness for internship in school psychology. To upload this letter to the system, you will be able to browse/upload documents from your computer into your unique file in the licensure database through the My Documents tab.
	9. **Click *Save Application and Done***.
	10. **Provide $40 dollar payment**. To do so, click the dialogue box next to the green dollar sign that signals you will be paying for the 1-Year Temporary License—Pupil Services and then Click the Cart Tab (says *Pay $40 for selected Applications*).
	11. **Verify Account information and click *Next***.
	12. **You will be prompted through the *Credit Card Payment*** (Steps 1 through 4).
	13. **Finished**.

**How will I know what is happening with my submitted application?** As the application moves through the approval process, you will receive an email if any of your approvers “decline” your application. Additionally, you can log into your account at any time and see the status of any applications you’ve submitted by going to the “My Applications” page.