

Resident Educator Program Coordinator User Manual



August 2025



**State Board of
Education**

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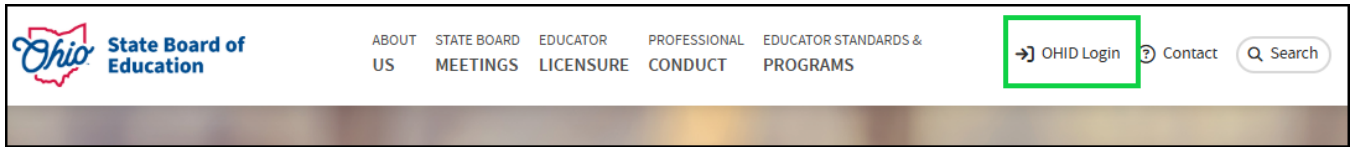
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CORE Overview

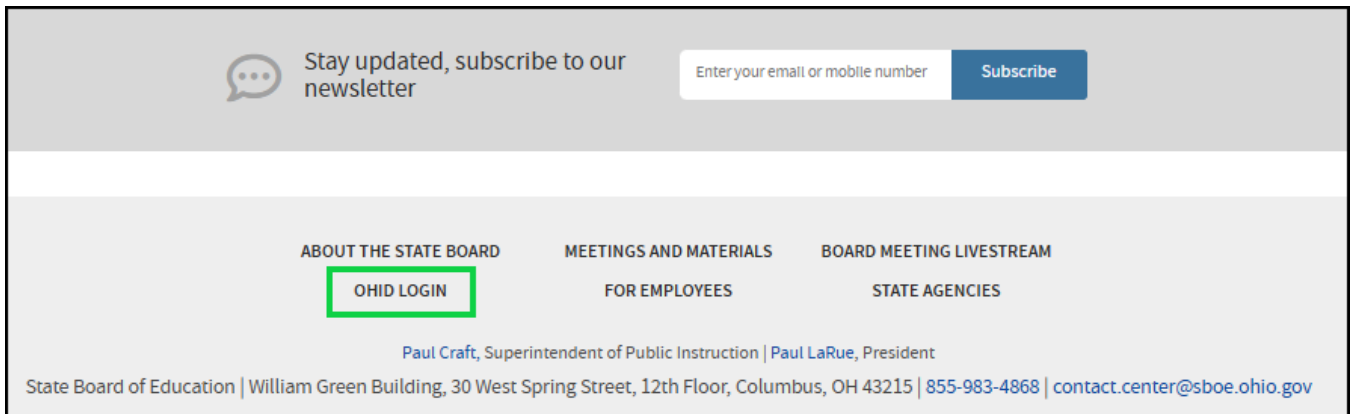
- The Connected Ohio Records for Educators (CORE) system is used to manage all aspects of educator licensure for the State Board of Education. The system is divided into six modules: Educator Licensure, Finance, Professional Conduct, Pupil Activity, Resident Educator, and Local Professional Development Committees (LPDC).
- The **Educator Licensure module** is the heart of the CORE system. This module maintains records for educators on all credentials for which they have applied and the outcome of each application. It also houses historical information on all educators for reporting and tracking purposes.
- The State Board of Education uses the **Finance module** to manage monetary transactions regarding licensure. This system tracks all processing and application fees.
- The State Board of Education's Office of Professional Conduct investigates any legal questions regarding an educator's qualification to teach in the state of Ohio. This office can deny applications for professional conduct reasons, and they can revoke or void existing licenses through the **Professional Conduct module**.
- The **Pupil Activity module** tracks programs offered by providers of pupil activity training and the participants in these programs.
- The **Resident Educator module** tracks educators after they receive their initial (resident educator) licenses.
- The **LPDC module** allows LPDC organizations to register and set up their schools and electronic licensure signers.

Accessing the System

Access to the Connected Ohio Records for Educators (CORE) system is controlled through the Innovate Ohio Platform (IOP). Users can access the OHID portal by clicking the OHID Login link at the top or bottom of the [State Board of Education webpage](#) or going to the OHID portal directly at ohid.ohio.gov.



OHID Login Icon at Top of SBOE.ohio.gov website



OHID Login Icon at Bottom of SBOE.ohio.gov website

Once you have clicked on OHID Login, you will be taken to the OHID log in screen.

Enter your username and password, then click the blue Log In button. If you don't have an OHID account, please see the *CORE Applicant User Manual* housed on the [State Board of Education's Online CORE License System FAQs page](#) for information on how to access and navigate the OHID portal. You may also visit the [Getting Started with OHID | OHID | Ohio's State Digital Identity Standard](#) webpage for additional information, including how to change your OHID password.

OHID


**Ohio's Digital Identity.
One State. One Account.**

Register once, use across many State of Ohio websites

[Create account](#)

Log In

OHID

Password 

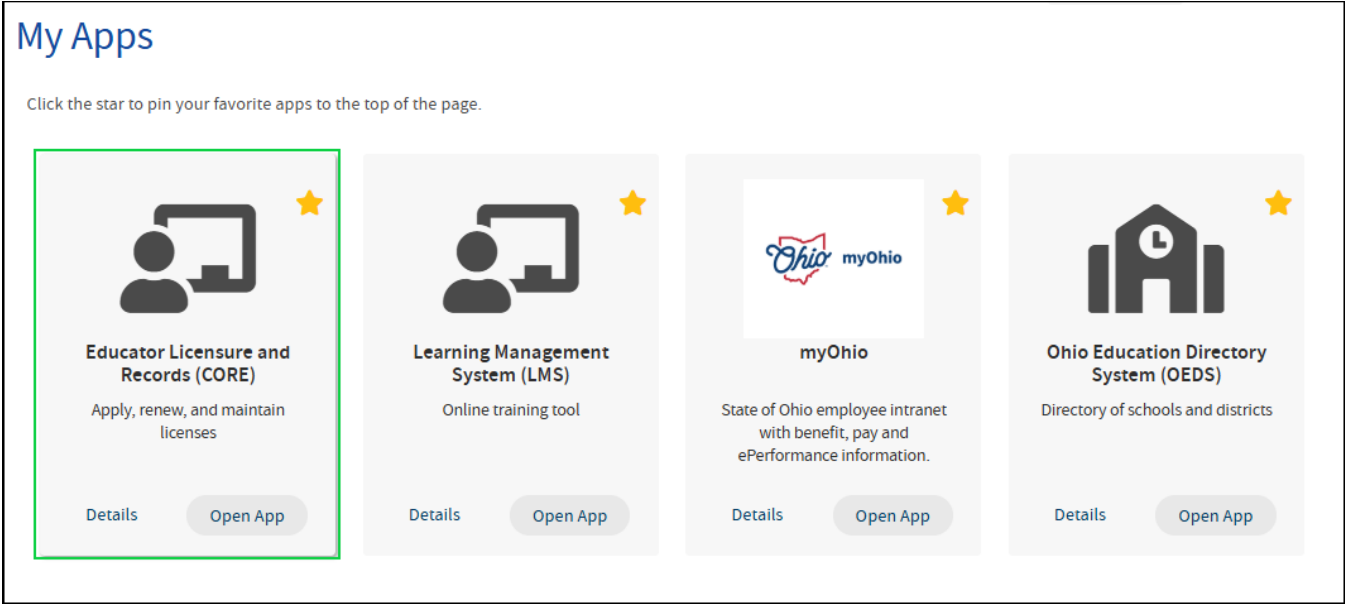
Log in

[Forgot your OHID or password?](#)

Having trouble? [Get OHID Help >](#)

OHID Login Screen

You will be taken to the OHID homepage as seen in the screenshot below. The first section of the OHID homepage is the **My Apps** section. This section houses tiles for applications that you have previously accessed. The number of applications for the systems listed on this menu will vary depending on your permissions. Click the Educator Licensure and Records (CORE) tile to access CORE.



My Apps Menu of OHID Homepage

CORE Dashboard

Once you click the CORE tile, you will be taken to your CORE Dashboard. The Resident Educator Registration is accessible from this page in the top red ribbon. The items that appear in the top red ribbon are customized for each individual logging in. For example, if you are an e-signer, you will see the E-Signers box. If you are not an e-signer, this area will not appear on your Dashboard. If you are a Resident Educator Program Coordinator, you will see a RESIDENT EDUCATOR link in the top red ribbon. Click that link to access Resident Educator registration.

CORE Dashboard

If you click CORE DASHBOARD in the top red ribbon and then click CORE HOME, you will have access to the old CORE “apple” menu. This is another place where you can access reports for your Resident Educator Program. Reports include a Resident Educator Registration Detail Report, Resident Educator Completion Criteria Details Report, and Print Credential Report. Access to Reports is also located in the top ribbon of the Resident Educator CORE Dashboard.

Navigating and Sorting

On many of the pages within the system, grids like the one shown below display current data. On the grids, educators can change the number of items listed per page by using the drop-down selection list in the bar above or below the grid. To navigate to additional pages, click the page number at the center of the navigation bar (1/30 means page 1 out of 30, for example), or the back and forward arrows.

You can sort the items in a column by clicking on the arrow in any of the column headers. A triangle icon will appear just to the right of the column header name to indicate the sort order. An upward pointing triangle indicates the column is sorted in ascending order, a downward pointing triangle indicates descending order.

Manage Educator User Manual(s)- Core Home- Reports

Resident Educator Program Registration Search

Find Registrations

Educator First Name: Educator Middle Name: Educator Last Name: Educator State ID: Educator SSN-4:

School Year: Program Year: Registration Status: ESC Organization:

Work Organization Name or IRN: Fiscal Organization Name or IRN:

Select one or more search criteria and click on 'Find Registrations'.

Resident Educator Program Registrations

Show Registrations Quick Search:

Educator State ID	Educator Name	School Year	Program Year	Complete	RESA Eligible	Status	Actions
		2024/2025	Year 1	<input type="button" value="Yes"/>	<input type="button" value="No"/>	<input type="button" value="Submitted"/>	<input type="button" value="View Credentials"/> <input type="button" value="View"/>
		2024/2025	Year 1	<input type="button" value="Yes"/>	<input type="button" value="No"/>	<input type="button" value="Submitted"/>	<input type="button" value="View Credentials"/> <input type="button" value="View"/>

Resident Educator Program Registration Search Screen

Preparing to Register Resident Educators

To register resident educators in the Ohio Resident Educator Program, they must each hold a resident educator license, alternative resident educator license, interim resident educator license, supplemental license, or a one-year out-of-state license. Those who hold the Alternative Resident Educator Career Technical Workforce Development (CTWD) license should not be registered as they are exempt from the Resident Educator Program.

Before registering resident educators, it would be helpful to have the following information ready:

- Resident Educator SSN or Educator State ID (OH1112222, for example) and full name
- Resident Educator's teaching assignment
- Work or Education Organization name or IRN number
- Program Coordinator or Fiscal Organization name or IRN number
- Mentor, or Colleague SSN or Educator State ID and full name

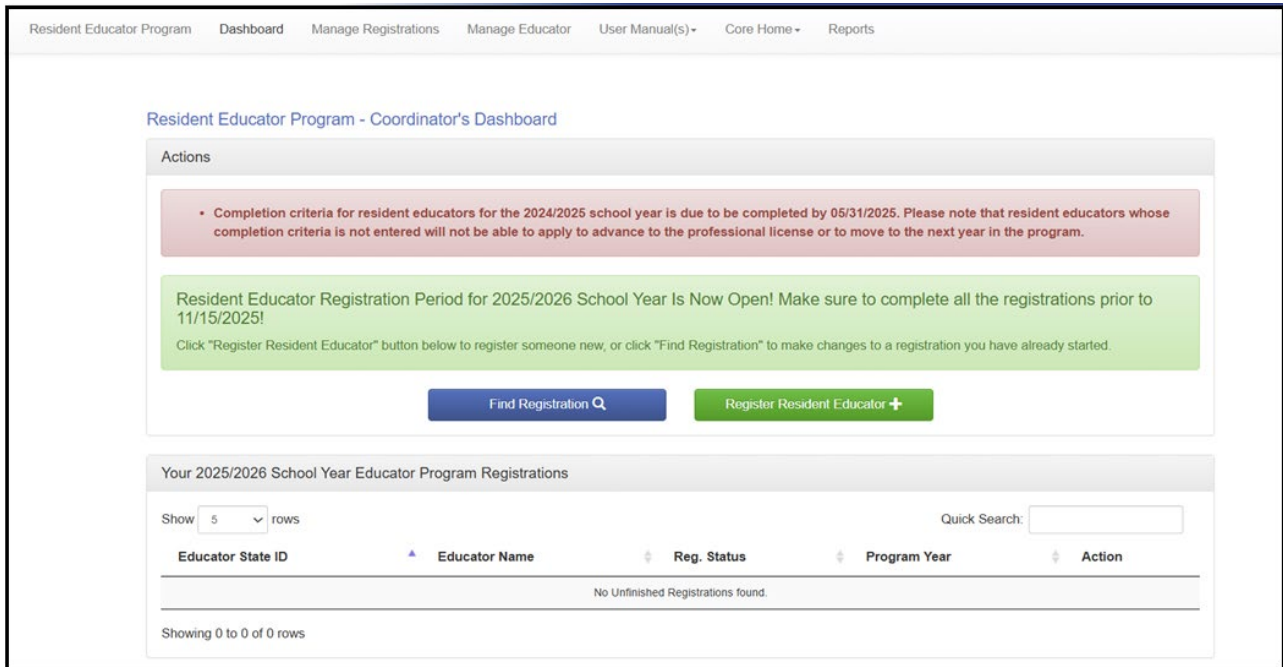
Resident Educator Registration Rules

1. An educator cannot be registered twice in the same school year.
2. An educator must be registered in sequential years (Year 1, Year 2, for example) and all educators are registered in Years 1 and 2.
3. If an educator has not successfully completed all the completion criteria for a program year (Year 1, Year 2) he or she will repeat that program year in the following school year.
4. An educator must meet all Ohio Resident Educator [eligibility](#) requirements to be registered in the program.
5. If the completion criteria for the previous year is not entered, then that resident educator cannot be registered for the following school year. Completion criteria must be entered to enable the resident educator to progress in the system.

Resident Educator Program Coordinator Dashboard

Click the Resident Educator link in the red ribbon on your CORE Dashboard. Then click the RE Registration link to access the Resident Educator Program Coordinator Dashboard.

The screen shot below of the Program Coordinator Dashboard includes the Register Resident Educator function, which is available only August 1 through November 15. You will click the Register Resident Educator button to access the Start New Registration screen. From there you will click Find Educator to search for the individual to be enrolled in the Resident Educator Program.

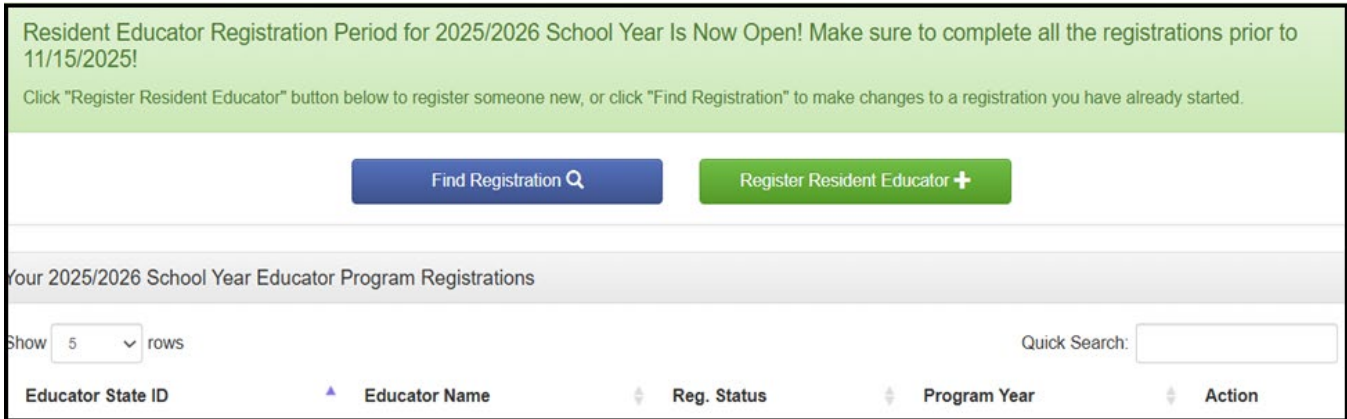


Program Coordinator Dashboard

Note the Find Registration button will always be available to look up current and past registrations and modify some registration and organizational information for the current school year.

Registering Resident Educators

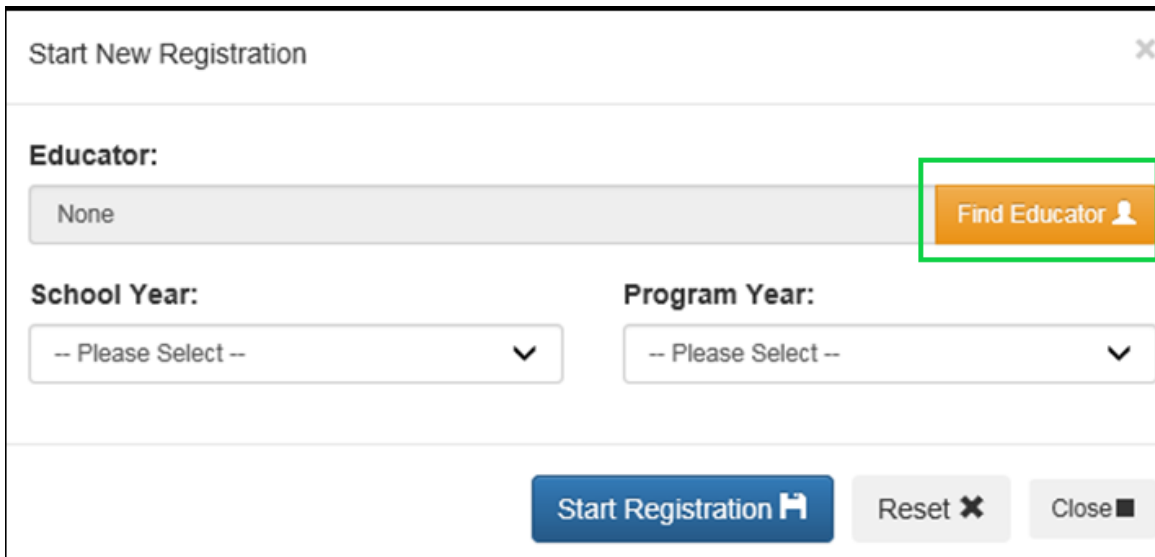
The Register Resident Educator button will appear on the Program Coordinator Dashboard ONLY during the Resident Educator Registration Period. The registration period is typically August 1 through November 15. During that time the system will display the Register Resident Educator button. Outside of that timeframe, the Register Resident Educator button will be unavailable, and program coordinators cannot register educators. If the program coordinator finds that a resident educator should be registered after the deadline, then he or she should complete the late registration form, which is accessed from the Program Coordinator Dashboard.



Program Coordinator Dashboard with Register Resident Educator Button

Directions to Add a New Teacher Registration

1. Click the Register Resident Educator button to open the Start New Registration window.
2. Click the Find Educator button to search CORE for the candidate to be registered in the Resident Educator Program.



Start New Registration Window

This will open the Find Person screen.

The screenshot shows a 'Find Person' dialog box with the following fields and controls:

- State ID:** Input field containing 'AA9999999'
- SSN-4:** Input field containing 'XXXX'
- Birth Date:** Input field containing 'mm/dd/yyyy'
- First Name:** Empty input field
- Last Name:** Empty input field
- Find Person:** Blue button with a magnifying glass icon
- Show:** Dropdown menu set to '10' rows
- Quick Search:** Empty input field
- Table:** A table with columns: State ID, Person Name, SSN-4, Birth Date, and Action. The table is currently empty, displaying 'No Person Found.'
- Showing 0 to 0 of 0 rows**
- Navigation:** 'Previous' and 'Next' buttons
- Buttons:** 'Reset' (blue) and 'Close' (grey)

Find Person Screen

3. Enter any combination of state ID, last four digits of the SSN, first name, last name, or birth date. Then click the Find Person button to search based on the criteria entered. Then click the Find Person button to search based on the criteria entered.
4. Click the Select button next to the person you want to register. The Find Person dialog box will close, and the person's name will populate in the Educator field.
 - a. To clear the Find Person screen, click the Reset button.
 - b. To change the educator, click the Find Registration button and search for another individual.

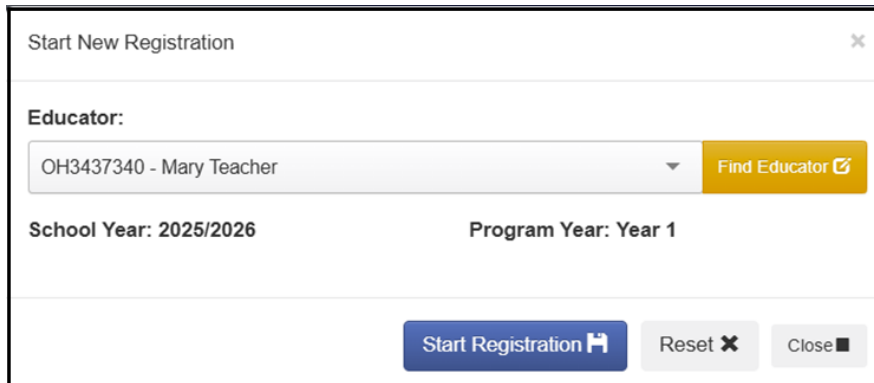
The screenshot shows the 'Find Person' dialog box with search results. The fields and controls are as follows:

- State ID:** Input field containing 'AA9999999'
- SSN-4:** Input field containing 'XXXX'
- Birth Date:** Input field containing 'mm/dd/yyyy'
- First Name:** Input field containing 'mary'
- Last Name:** Input field containing 'teacher'
- Find Person:** Blue button with a magnifying glass icon
- Show:** Dropdown menu set to '10' rows
- Quick Search:** Empty input field
- Table:** A table with columns: State ID, Person Name, SSN-4, Birth Date, and Action. It contains one row:

State ID	Person Name	SSN-4	Birth Date	Action
OH3437340	Mary Teacher	0000	09/21/1996	Select ★
- Showing 1 to 1 of 1 rows**
- Buttons:** 'Reset' (blue) and 'Close' (grey)

Screenshot of Find Person Search Results

You will return to the Start New Registration screen after selecting someone in the Find Person screen.



Start New Registration

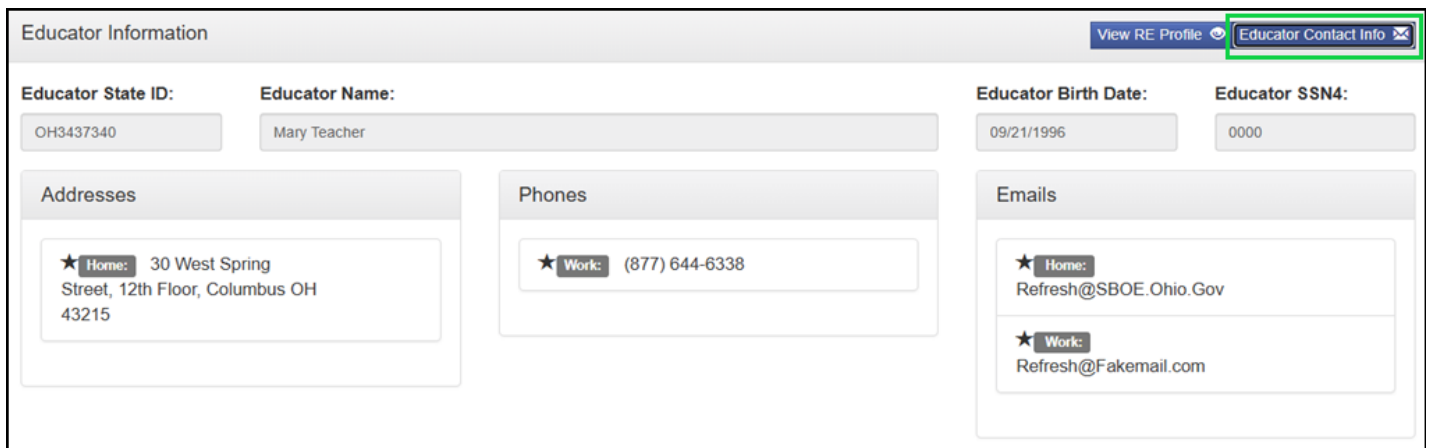
Educator:
OH3437340 - Mary Teacher Find Educator

School Year: 2025/2026 Program Year: Year 1

Start Registration Reset Close

Start New Registration Screen

5. Click the Start Registration button to start the registration process for the individual that is listed in the Find Educator results. You will return to the Resident Educator Program Registration screen to complete the registration process. The Program Year, School Year, and Program Coordinator information is pre-populated for you. You will not need to enter this information.
6. To view the educator's contact information, click the Educator Contact Info button in the Educator Information title bar. It will expand the page to give you the educator's addresses, phone numbers, and email addresses in CORE. If this information is incorrect, please contact the educator and direct them to log into OHID and update their contact information. Personal information can only be changed by the educator through their OHID account.



Educator Information View RE Profile Educator Contact Info

Educator State ID: OH3437340 **Educator Name:** Mary Teacher **Educator Birth Date:** 09/21/1996 **Educator SSN4:** 0000

Addresses
★ Home: 30 West Spring Street, 12th Floor, Columbus OH 43215

Phones
★ Work: (877) 644-6338

Emails
★ Home: Refresh@SBOE.Ohio.Gov
★ Work: Refresh@Fakemail.com

Educator Information Screen

- To view the **work or education organization**, type the IRN or the name of the organization, and the system will look up the information and provide a drop-down menu of choices. You may also click the Select button and the Find Organization screen will pop up allowing you to search and select an organization.

The screenshot shows the 'Registration Information' form. The 'Work/Education Organization' field is highlighted with a green border. The form includes several sections: 'School Year' (2025/2026), 'Program Year' (Year 1), 'Registration Status' (Submitted), 'PC/Fiscal Organization', 'ESC Organization: (ESC Use Only)', 'Credential', 'RE Program Coordinator', 'Mentor', 'Educator Meets All Eligibility Requirements' (No), and 'Last Submitted Date' (09/18/2024). At the bottom, there are 'Save Registration' and 'Submit Registration' buttons.

Registration Information Screen (Work or Education Organization Field Highlighted)

- To view the **program coordinator's (PC) organization or the fiscal organization**, type the IRN or the name of the organization, and the system will look up the information and provide a drop-down menu of choices. You may also click the Select button and the Find Organization screen will pop up allowing you to search and select an organization.

The screenshot shows the 'Registration Information' form. The 'PC/Fiscal Organization' field is highlighted with a green border. The form includes several sections: 'School Year' (2025/2026), 'Program Year' (Year 1), 'Registration Status' (Submitted), 'Work/Education Organization', 'ESC Organization: (ESC Use Only)', 'Credential', 'RE Program Coordinator', 'Mentor', 'Educator Meets All Eligibility Requirements' (No), and 'Last Submitted Date' (09/18/2024). At the bottom, there are 'Save Registration' and 'Submit Registration' buttons.

Registration Information Screen (PC/Fiscal Organization Field Highlighted)

- You must associate a **credential** that is eligible for the Resident Educator Program. Click the Select button in the credential column to show a selection screen of credentials that are eligible for the Resident Educator program.

The image shows a registration form with several sections. The 'Credential' field is highlighted with a green border. Below it, the 'RE Program Coordinator' and 'Mentor' fields are also visible. At the bottom, there are 'Save Registration' and 'Submit Registration' buttons.

Registration Information Screen (Credential Field Highlighted)

- Choose the credential that the educator is teaching under for this school year by clicking the Select button under Action. Note the system will automatically provide the name and information of the person who is completing the registration in the Resident Educator program coordinator field. If the fiscal organization changes later, the system will update the program coordinator field to match the name of the program coordinator who made that change.

The image shows a table of candidate credentials. The 'Action' column for the first row is highlighted with a green border. The table has columns for Credential, Status, Eff. Year, Issue Date, Exp. Date, Cred.#, and Action.

Credential	Status	Eff. Year	Issue Date	Exp. Date	Cred.#	Action
2 Year Resident Educator Adolescence to Young Adult (7-12) License	Issued	2026	05/22/2025	06/30/2028	22370904	Select ✓

View Candidate Credentials Screen

11. To select the **mentor**, type the state ID or the mentor's name, and the system will provide a drop-down menu of choices. You may also click the Select button and enter any combination of state ID, last four digits of the SSN, first name, last name, or birth date.

The screenshot shows the 'Registration Information' form. It includes fields for School Year (2025/2026), Program Year (Year 1), Work/Education Organization, PC/Fiscal Organization, and ESC Organization (ESC Use Only). There are also fields for Credential, RE Program Coordinator, and Mentor. The Mentor field is highlighted with a green border. At the bottom, there are buttons for 'Save Registration' and 'Submit Registration'. The 'Registration Status' is set to 'Submitted'.

Registration Information Screen (Mentor Field Highlighted)

12. Note the Educator Meets All Eligibility Requirements field will default to No. After you have completed all the fields on this page and selected **Yes** for Educator Meets All Eligibility Requirements, click the Submit Registration button.

The screenshot shows the 'Registration Information' form. The 'Educator Meets All Eligibility Requirements' field is highlighted with a green border, and it is set to 'No'. The 'Submit Registration' button is also highlighted with a green border. The 'Registration Status' is set to 'Submitted'.

Registration Information Screen (Educator Meets All Eligibility Requirements Field, Submit Registration Button Highlighted)

You may save a registration at any time. If you create a registration but do not complete it, the registration will appear on your Program Coordinator Dashboard for easy access to complete. Saving a registration is not the same as submitting a registration. **The registration will not be completed until you click the Submit Registration button.**

Your Unfinished Educator Program Registrations				
Show 5 rows		Quick Search:		
Educator State ID	Educator Name	School Year	Program Year	Action
OH1000123	Teacher, Mary	2016/2017	Year 1	Edit
OH1000122	Educator, Tom	2016/2017	Year 2	Edit

Showing 1 to 2 of 2 rows

Unfinished Resident Educator Program Registrations

Remember:

- You can save the registration at any time. If you create a registration, but don't complete it, the registration will show up on the Program Coordinator Dashboard for easy access to complete. You must click the Submit Registration button for the registration to be completed.
- You must complete all of the fields on this page and choose Yes to Educator Meets All Eligibility Requirements before submitting the registration.
- The system will register the resident educator in the current school year. It also will always calculate the program year based on the completion of previous program years. Any program year that is not marked as complete will need to be repeated by the resident educator.

Viewing a Registration History

- To view the current registration history of a resident educator, click the blue button under the Registration Status field on the Resident Educator Program Registration page.

The screenshot shows the 'Registration Information' form. The 'Registration Status' field is highlighted with a green box. It contains a dropdown menu with 'Submitted' selected and a blue circular button with a refresh icon to its right. Other fields include School Year (2025/2026), Program Year (Year 1), Work/Education Organization, PC/Fiscal Organization, ESC Organization, Credential, RE Program Coordinator, Mentor, and Last Submitted Date (09/18/2024). Buttons for 'Save Registration' and 'Submit Registration' are at the bottom.

Registration Information Screen (Registration Status Field Highlighted)

- Click the Edit/View button of a resident educator registration to view the resident educator’s Registration Status Log. Information regarding the date of the registration’s submission as well as who submitted the registration will be displayed.

The screenshot shows a 'Registration Status Log' window. It has a search bar and a table with columns: Status, Note, Effective Date, End Date, Created By, and Changed By. The table contains two rows: one for 'Submitted' and one for 'Pending'. Navigation buttons 'Previous', '1', and 'Next' are at the bottom, along with a 'Close' button.

Status	Note	Effective Date	End Date	Created By	Changed By
Submitted	Submitted	10/26/2016		Robert Johnson	--
Pending	Auto created from re-register process	10/26/2016	10/26/2016	Robert Johnson	Robert Johnson

Resident Educator Registration Status Log

Re-Registering Resident Educators

Resident educators who were registered in the previous program year and are eligible for re-registration will appear on the Program Coordinator Dashboard.

1. Click Manage Registrations at the top of your Dashboard.

Resident Educator Program Dashboard **Manage Registrations** Manage Educator User Manual(s)- Core Home- Reports

Resident Educator Program - Coordinator's Dashboard

Actions

- Completion criteria for resident educators for the 2024/2025 school year is due to be completed by 05/31/2025. Please note that resident educators whose completion criteria is not entered will not be able to apply to advance to the professional license or to move to the next year in the program.

Resident Educator Registration Period for 2025/2026 School Year Is Now Open! Make sure to complete all the registrations prior to 11/15/2025!
Click "Register Resident Educator" button below to register someone new, or click "Find Registration" to make changes to a registration you have already started.

Find Registration 🔍 Register Resident Educator +

Your 2025/2026 School Year Educator Program Registrations

Show 5 rows Quick Search:

Educator State ID	Educator Name	Reg. Status	Program Year	Action
No Unfinished Registrations found.				

Showing 0 to 0 of 0 rows

Program Coordinator Dashboard

This will open the Resident Educator Program Registration Search screen.

2. Choose the previous program year under School Year.
3. Enter your fiscal or work organization name or IRN.
4. Click the Find Registrations button to populate the registrations from the previous year.
5. Select All in the Show Registrations field.

Resident Educator Program Registration Search

Find Registrations

Educator First Name: _____ Educator Middle Name: _____ Educator Last Name: _____ Educator State ID: AA999999 Educator SSN-4: XXXX

School Year: 2024/2025 Program Year: -- Please Select -- Registration Status: -- Please Select -- ESC Organization: ESC organization IRN or Name

Work Organization Name or IRN: Work organization IRN or Name Fiscal Organization Name or IRN: Fiscal organization IRN or Name

Find Registrations Q Reset X Register Resident Educator +

Select one or more search criteria and click on 'Find Registrations'.

Resident Educator Program Registrations

Show All Registrations Quick Search: in Registrations

Resident Educator Program Registration Search Screen

6. Click the Re-Register button next to the educator you are re-registering.

Resident Educator Program Registrations

Show 5 Registrations Quick Search: in Registrations

Educator State ID	Educator Name	School Year	Program Year	Complete	Status	Actions
OH1187926	Tomazic, Alison	2024/2025	Year 1	Yes	Submitted	View Credentials View Re-Register
OH1340359	Goare Smith, Susan M	2024/2025	Year 1	Yes	Submitted	View Credentials View Re-Register

Resident Educator Program Registration Search Screen with Re-Register Button Highlighted

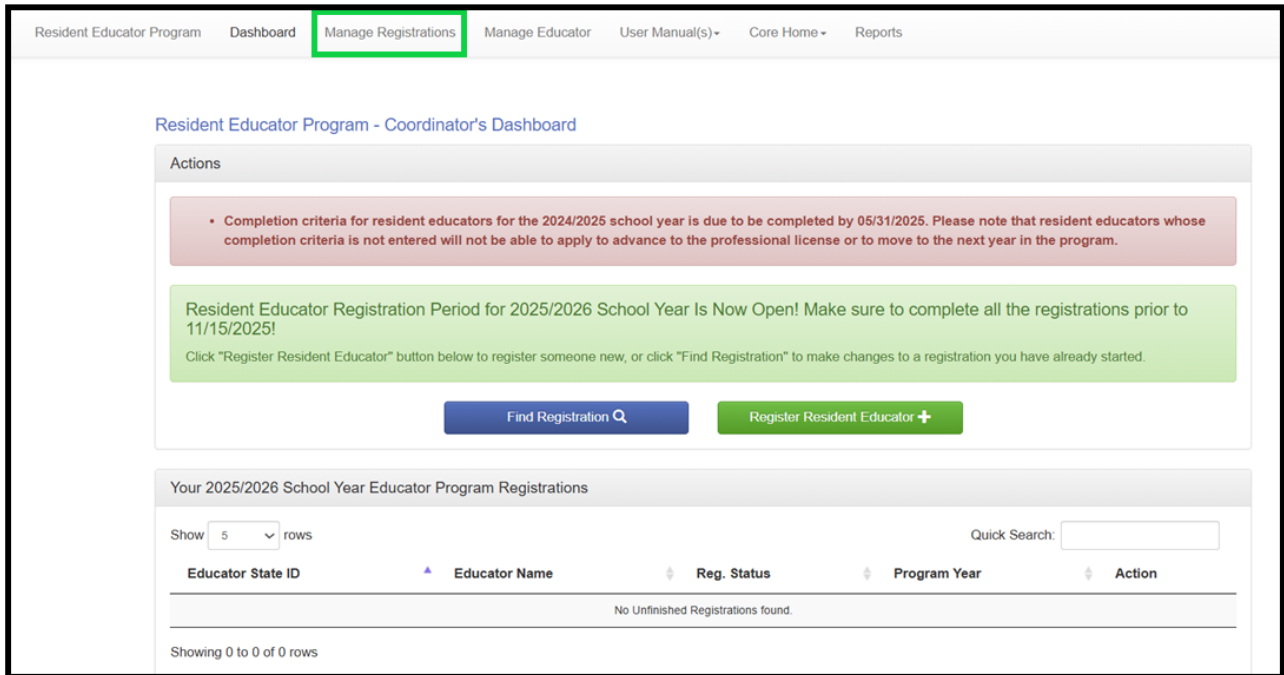
A pop up window will appear asking if you are sure you wish to re-register the educator. Click **Yes** to re-register the educator.

Once you have completed this part of the re-registration process for all your Resident Educators, click Resident Educator Program at the top of the page to return to the registration page where you will find all the educators you have re-registered. You will then be able to edit each registration.

Managing Registrations

You can use the Resident Educator Program Registration Search to display a list of candidates registered in the Resident Educator Program. You can search by a specific person, fiscal organization, work organization, school year, status, or any combination thereof.

1. Click Manage Registrations at the top of the Program Coordinator Dashboard.



Program Coordinator Dashboard

2. Click the Find Registration button to open the Resident Educator Program Registration Search page.

Resident Educator Program Registration Search Screen

3. Enter one or more of the following criteria:
 - a. Enter any combination of the **educator's** state ID, first name, last name, or middle name.
 - b. Enter the **fiscal organization** name or IRN. Note the field will automatically perform a search as soon as you type three characters or numbers. For example, a search for *Dublin* will return all organizations with the word *Dublin*.
 - c. Enter the **work or education organization** name or IRN. Note the field will automatically perform a search as soon as you type three characters or numbers. For example, a search for *Dublin* will return all organizations with the word *Dublin*.
 - d. Enter the **school year** from the dropdown list. Note that the list defaults to the current school year. To search for all registrations for an organization or a person, leave the School Year field blank.

Resident Educator Program Registration Search Screen (School Year Field Highlighted)

- e. Select the **program year** to search all resident educators registered for a specific program year (Year 2 resident educators, for example).

The screenshot shows the 'Resident Educator Program Registration Search' interface. At the top, there is a 'Find Registrations' header. Below it are five input fields: 'Educator First Name', 'Educator Middle Name', 'Educator Last Name', 'Educator State ID' (containing 'AA999999'), and 'Educator SSN-4' (containing 'XXXX'). There are four dropdown menus: 'School Year' (set to '-- Please Select --'), 'Program Year' (open, showing options from Year 1 to Year 7), 'Registration Status' (set to '-- Please Select --'), and 'ESC Organization' (set to 'ESC organization IRN or Name'). Below these are two more dropdowns: 'Work Organization Name or IRN' and 'Fiscal Organization Name or IRN'. A 'Find Registrations' button with a magnifying glass icon and a 'Reset' button are at the bottom. A blue banner at the bottom of the form contains the text: 'Select one or more search criteria and click on 'Find Registrations'.'

Resident Educator Program Registration Search Screen (Program Year Field Displayed)

- f. Select the **status** to search all resident educators with the same registration status (pending registrations, for example).

This screenshot shows the same search interface as above, but with the 'Registration Status' dropdown menu open. The menu lists three options: 'Cancelled', 'Pending', and 'Submitted'. The 'Program Year' dropdown is now closed and set to '-- Please Select --'. The 'Find Registrations' and 'Reset' buttons are visible at the bottom. The blue banner at the bottom of the form contains the text: 'Select one or more search criteria and click on 'Find Registrations'.'

Resident Educator Program Registration Search Screen (Registration Status Field Displayed)

- Note that you may click the Reset button if you need to clear your selections. Click the Find Registrations button once you have selected one or more search criteria.

The screenshot displays the 'Resident Educator Program Registration Search' interface. The top section, 'Find Registrations', contains several search criteria: Educator First Name, Middle Name, Last Name, State ID (AA9999999), and SSN (XXXX). It also includes dropdown menus for School Year (2024/2025), Program Year (Please Select), and Registration Status (Please Select). There are text input fields for ESC Organization, Work Organization Name or IRN, and Fiscal Organization Name or IRN, each with a red 'X' icon. Below these fields are three buttons: 'Find Registrations' (blue), 'Reset' (grey), and 'Register Resident Educator' (green). A blue banner below the buttons reads 'Select one or more search criteria and click on 'Find Registrations''. The bottom section, 'Resident Educator Program Registrations', shows a table of search results with columns for Educator State ID, Educator Name, School Year, Program Year, Complete, Status, and Actions. The table lists five registrations, all with a 'Submitted' status and 'Yes' completion. The 'Actions' column for each row includes 'View Credentials', 'View', and 'Re-Register' buttons. At the bottom of the table, it says 'Showing 1 to 5 of 301 Registrations' and includes a pagination control with buttons for 'Previous', '1', '2', '3', '4', '5', '...', '61', and 'Next'.

Resident Educator Program Registration Search Screen (Search Results Included)

You may edit current year registrations. Additionally, you may delete only current year registrations.

Click the View Credentials button to view a resident educator’s credentials.

Click the View button to view completed resident educator registrations.

You may click the Edit button to make limited edits to a submitted registration until the opening of the Completion Criteria Window. Those areas that are permitted to be edited throughout the year are the Work/Education Organization, PC/Fiscal Organization and the Mentor information. You can fully edit a pending registration if you haven’t submitted it until the registration window is closed.

If you need to start a new search, click the Reset button to clear previously selected or entered search criteria.

Editing and Updating Educator Information

Program Coordinators can edit or update the following fields in CORE for a resident educator’s current registration:

- Work/Education Organization
- PC/Fiscal Organization
- Mentor

The Program Coordinator field will automatically update once the changes are saved.

1. Select the Manage Educator tab at the top of your Dashboard to open the Find Educators screen and update educator information.

Find Educators Screen

2. Enter any combination of the search criteria options listed such as state ID, last four digits of the SSN, first name, last name, or birth date. Then click the Find Educator button.
3. Click the Edit/View button that is next to the educator and the year of the registration for the educator you want to edit/update. Note that you may only edit the information for the current year, and that is the only registration that will have the Edit/View button available.

You will have the option to view credentials or view the educator's Resident Educator (RE) Profile when you click the Action button next to the educator you select.

Find Educators

Find Educator(s)

State ID: First Name: Last Name: Date of Birth: SSN4:

Select one or more search criteria and click on 'Find Educator'.

Educators

Show Educators Quick Search:

State ID	First Name	Last Name	Date of Birth	SSN4	Action
OH3437340	Mary	Teacher	09/21/1996	0000	<input type="button" value="Action v"/>

Showing 1 to 1 of 1 Educators

Find Educators Screen (Including Search Results)

- Click the Action button and select View Credentials to display all the educator's credentials.

Candidate Credentials

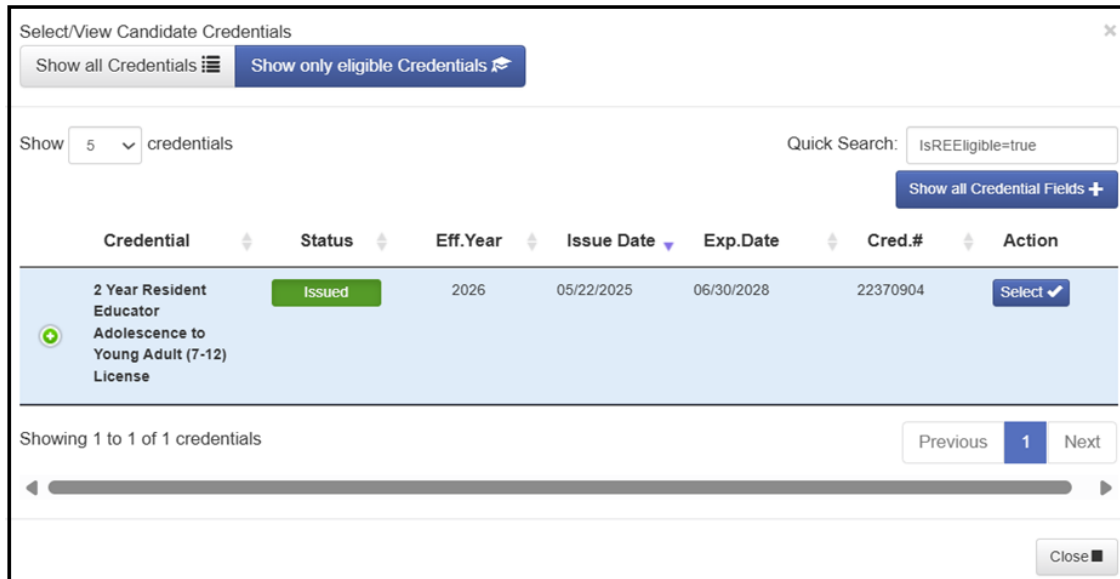
Show credentials Quick Search:

Credential	Status	Eff. Year	Issue Date	Exp. Date	Cred.#
2 Year Resident Educator Adolescence to Young Adult (7-12) License	<input type="button" value="Issued"/>	2026	05/22/2025	06/30/2026	22370904
1 Year Temporary Substitute Multi-Age PK-12 License	<input type="button" value="Issued"/>	2025	01/30/2025	06/30/2026	22243539

Showing 1 to 2 of 2 credentials

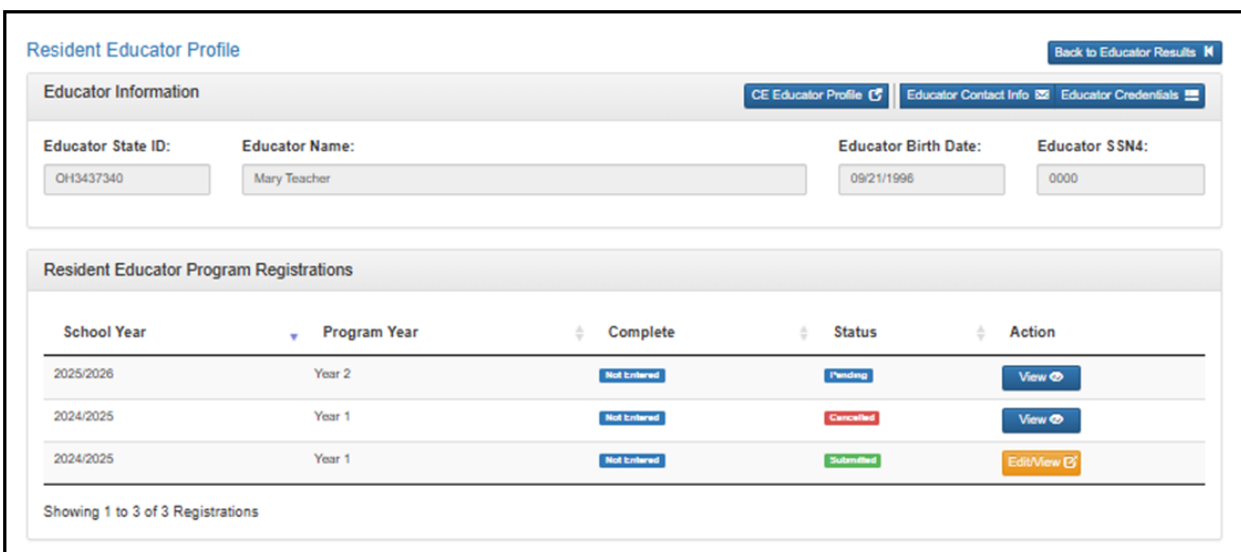
Candidate Credentials Screen (Including All Credentials)

- Click Show Only Eligible Credentials to view only the credentials eligible for enrollment in the Resident Educator Program.



Candidate Credentials Screen (Including Only Eligible Credentials)

- When finished, select the Close button in the bottom left or the X at the top right to close this popup window.
- Click the Action button and select View Educator RE Profile to display the individual's Educator Profile.



Resident Educator Profile Screen

Remember:

Program coordinators may edit most key registration information at any time, not just during the registration window for the current program year. The work organization, program coordinator (or fiscal)

organization, teaching license, and mentor field may be edited at any time during the current program year.

Entering Completion Criteria

Each year, program coordinators must enter completion criteria for that school year for every educator enrolled in the Ohio Resident Educator Program by May 31.

If completion criteria is not entered, that educator must repeat the previous program year. The program coordinator can only enter completion criteria during the time window administered by the State Board of Education. If a resident educator's completion criteria was not entered but should appear as **Yes** for a previous program year, please contact REProgram@sboe.ohio.gov or call 855-983-4868.

On your Dashboard you will see a message stating the completion criteria submission period is open. This is when you can mark educators as complete in the program for a specific year. You will also see the Your Registrations without Completion Criteria section.

Resident Educator Program - Coordinator's Dashboard

Actions

- Completion criteria for resident educators for the 2024/2025 school year is due to be completed by 05/31/2025. Please note that resident educators whose completion criteria is not entered will not be able to apply to advance to the professional license or to move to the next year in the program.

For late registrations, you must submit a Late Registration Form
"Click here" to go to the late registration form.

Completion Criteria Submission Period Is Now Open For The 2025/2026 School Year! Make sure to submit completion criteria prior to 05/31/2026!
Click "Find Registration" button below to locate a Resident Educator's registration to enter completion criteria.

Find Registration 🔍

Your Registrations without Completion Criteria

Show 5 rows

Quick Search:

Educator State ID	Educator Name	School Year	Program Year	Action
No Registrations Without Completion Criteria found.				

Showing 0 to 0 of 0 rows

Resident Educator Program Coordinator's Dashboard

You will be able to view all the educators you registered during the registration window for the program year under Your Registrations without Completion Criteria.

AA1111111	Stough, Kevin L	2016/2017	Year 1	Complete
OH3000513	Educator, Lalith	2017/2018	Year 4	Complete

View of Educators Listed in Your Registration without Completion Criteria Section of Dashboard

Click the Add Completion Criteria button to access the Enter Completion Criteria screen.

Completion Criteria Add Completion Criteria +

No Completion Criteria found.
Click "Add" button to enter Completion Criteria details for this registration.

Completion Criteria Screen

If a teacher is in the Resident Educator Program for your school or district, but you do not see him or her listed here, search for the person in the Resident Educator Program Registration Search (under Manage Registration on your Dashboard) to verify the individual was registered for that program year. If their registration is missing, please complete a late registration form that is linked to your Dashboard.

Enter Completion Criteria x

Has Resident Educator met the following requirements for completion of Program Year 1?

1. Completed all Year 1 required processes and tools Yes No

2. Maintained all Ohio Resident Educator Program eligibility requirements Yes No

I certify that the information entered above is true and accurate at the time the information was entered into CORE RE system.

Completion Criteria Not Completed Save Close

Enter Completion Criteria Screen

- Answer the questions fully and honestly. All answers are set to No by default.
- Once you have made your selection for all of the boxes, the Completion Criteria section will reflect Completed.
- After you have answered the questions, check the box next to the statement, "I certify that the information entered above is true and accurate at the time the information was entered into CORE RE system." Then click the Save button to record your answers for the Completion Criteria for that resident educator's record.

- If you chose Yes to all of the questions, the resident educator will be considered complete for that program year.
- If any of the questions are marked No, the resident educator will be considered incomplete for that program year, and they will have to repeat it.

Resident Educator Program Registration Search Screen

The Complete column reflects the registration status.

- If Yes is reflected, the resident educator successfully completed the program year.
- If Not Entered is reflected, the completion criteria has not been entered.
- If No is reflected, the resident educator did not successfully complete the program year.

Click the View Credentials button next to the Resident Educator that you want to mark as complete.

Scroll down to the completion criteria section and click the Add Completion Criteria button to add the completion criteria for that educator and program year on the Enter Completion Criteria screen.

Resident Educator Program Registration
[Back to Registration Results](#)

[View RE Profile](#)
[Educator Contact Info](#)

Educator State ID:	Educator Name:	Educator Birth Date:	Educator SSN4:
<input type="text" value="OH3177217"/>	<input type="text" value="Yasemin Sezen"/>	<input type="text" value="06/09/1977"/>	<input type="text" value="7253"/>

Registration Information

School Year:	Work/Education Organization:	Registration Status:
<input type="text" value="2024/2025"/>	<input type="text" value="047027- Dublin City"/> Select Clear	<input type="text" value="Submitted"/> Refresh
Program Year:	PC/Fiscal Organization:	
<input type="text" value="Year 1"/>	<input type="text" value="047027- Dublin City"/> Select Clear	
ESC Organization: (ESC Use Only)		
<input type="text" value="Organization IRN or name"/>		Select Clear

Credential:

RE Program Coordinator:

Educator Meets All Eligibility Requirements:

 [Review Requirements](#)

Mentor:

 [Select](#) [Clear](#)

Last Submitted Date:

Registration Notes [Add Registration Note](#)

Show rows

Note	Note By	Note Date	Action
No Registration Note Found.			

Showing 0 to 0 of 0 rows

Completion Criteria [Add Completion Criteria](#)

No Completion Criteria found.

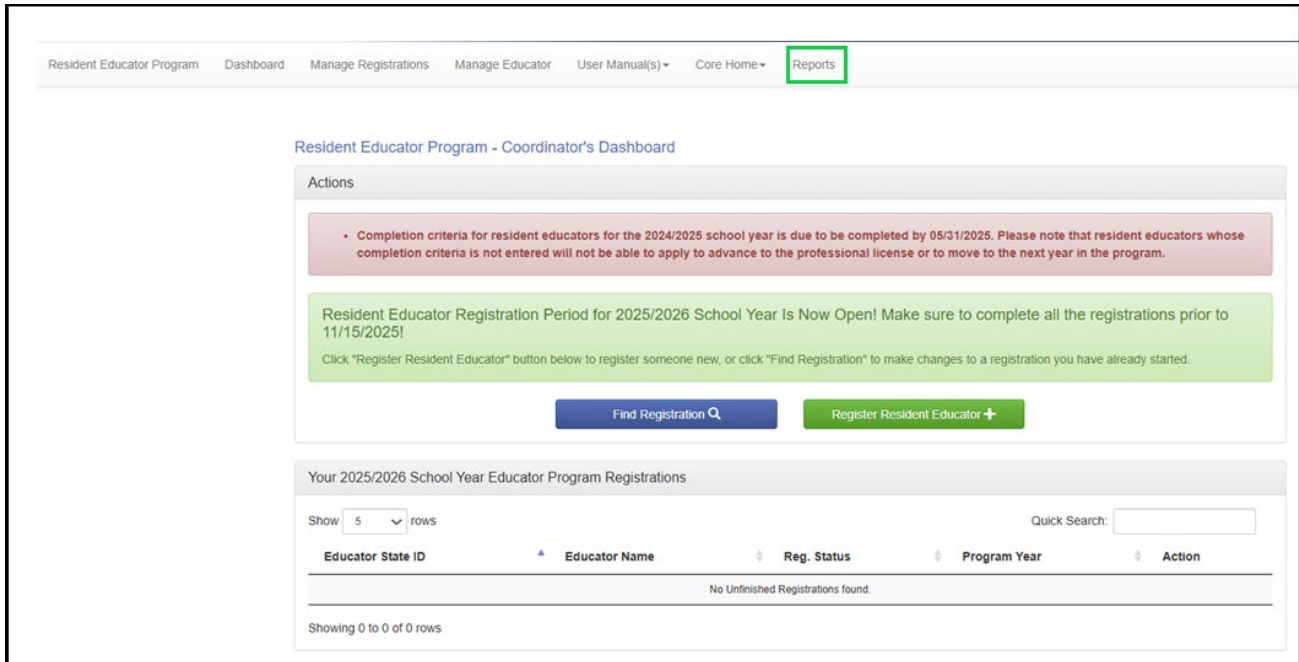
Click "Add" button to enter Completion Criteria details for this registration.

Resident Educator Program Registration Screen (Including Completion Criteria Section)

After entering the completion criteria and saving your answers, you will return to the Resident Educator Program Registration screen. Your answers are recorded, and you can look up additional resident educators by clicking the Manage Registration menu and doing another search.

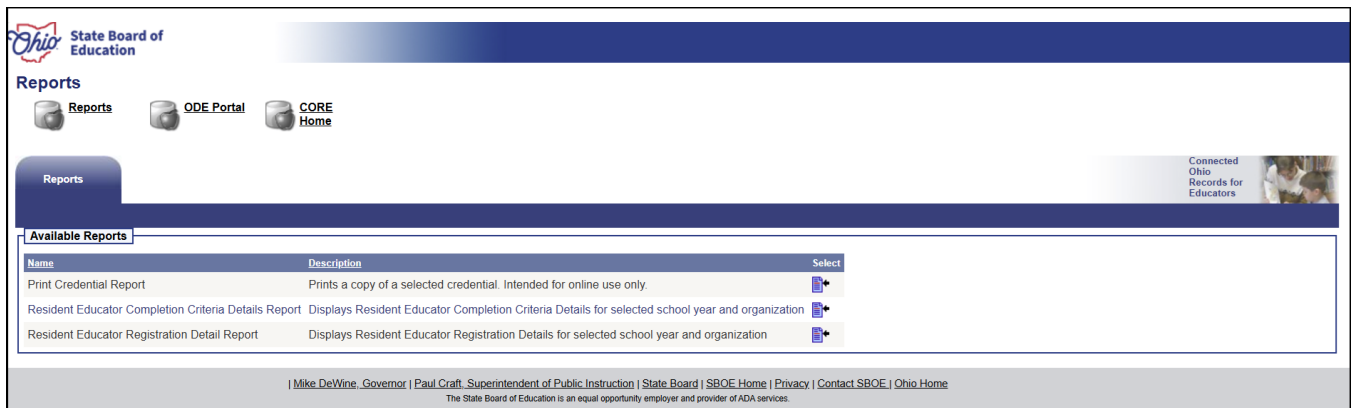
Reports

To access the CORE Resident Educator Reports, click Reports in the top ribbon of the Resident Educator Program Coordinator Dashboard.



Program Coordinator Dashboard (Including Highlighted Reports Tab)

You will then see a list of your available reports.



Available Reports Screen

These reports can be used to provide more details about the registration, completion criteria, and credentials of your district or school's resident educators.

- The **Print Credential Report** will give you a report on an individual educator's credentials.
- The **Resident Educator Completion Criteria Details Report** will give you a list of all the resident educators who are registered in your district or school and the status of their completion criteria for a given year.

- The **Resident Educator Registration Detail Report** will give you a list of all the resident educators registered in your district or school for a specific year.

Help and Support

Please direct questions about the Resident Educator Program to REProgram@sboe.ohio.gov.