### **hio** Department of Education

### OHIO DEPARTMENT OF EDUCATION Connected Ohio Records for Educators (CORE)

Resident Educator Program Coordinator User Manual

## Resident Educator Coordinator User Manual

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## **CORE Overview**

- The Connected Ohio Records for Educators (CORE) system is used to manage all aspects of educator licensing for the Ohio Department of Education. The system is dived 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 for and the
  outcome of each application. It also houses historical information on all educators for
  reporting and tracking purposes.
- The Department uses the **Finance module** to manage monetary transactions regarding licensure. This system tracks all processing and application fees.
- The Department's Office for 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 licenses. The system tracks performance on a performance-based assessment, which is one of the eligibility requirements for obtaining a professional educator license in Ohio.
- The LPDC module allows LPDC organizations to register and set up their schools and electronic licensure signers.



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## Accessing the System

Access to the Connected Ohio Records for Educators (CORE) system is controlled through the InnovateOhio Platform. Users can access the OH|ID portal by clicking the "Login" link at the top of the <u>Department of Education homepage</u> or going to the OH|ID portal directly at <u>ohid.ohio.gov</u>.



Once you have clicked on Login, you will be taken to the screen below.

<u></u>⊖OH|ID Please login to access the Ohio ID Portal using your OH|ID Account. Please click the link below to create your OH ID Account in a few simple steps. Create New Account > ⊖OH|ID Username: Password O 🔒 Log In Forgot username/password? Need Help? This system contains State of Ohio and United States government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained

Enter your username and password, then click on the blue Log In button. If you don't have an OH|ID account, visit the <u>Department of Education OH|ID Portal Help</u> for information on how to access and navigate the OH|ID portal. This webpage also has information on how to change your OH|ID password, as well as other helpful information.

You now will be taken to the OH|ID homepage as seen in the screenshot below. The first section of the OH|ID homepage is the *My Apps* section. This section houses tiles for applications that you have previously accessed. The tile named Educator Licensure and Records (CORE) is where you will click to enter the CORE system.

### My Apps

You are currently subscribed to the apps below - clicking the "X" on the app tile will unsubscribe you from the app and reinstating your subscription may require additional approval.



The number of systems listed on this menu will vary depending on your permissions.

To access CORE, click the Educator Licensure and Records (CORE) tile. The "Welcome" page will be displayed.

### Welcome Page

Once you click on the CORE tile, you will be taken to your personal Welcome page. The CORE Dashboard and Resident Educator Registration are 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 not, this area will not appear on your dashboard. If you are a Resident Educator Program Coordinator, you will see a link to "Resident Educator" in the top red ribbon. Click that link to access Resident Educator registration.

Oh	io	Department of Education		Welcome : Aaro	on Anderson			SAFE HOME	ABOUT ODE	STATE AGENCIES	ONLINE SERVI	ICES Ohio.gov
			EDUCATOR LICENSURE +	RESIDENT EDUCATOR -	PUPIL ACTIVITY -	LPDC <del>-</del>	CORE DASHBOARD +			310		MY PROFILE
	Mes You m	ssages & Notifications	My Profile before completing an a	application. Click MY PF	ROFILE in the red	ribbon at th	ne top right of your sc	reen.		Help	0	
	🖬 My	· State ID			L My Applic	ation Sta	atus	Pay & S	Submit \$	View History 🛈 🕻	9	
	To obta ぜ My	in state ID, please click My Profi Credentials	Apply for NEW Credential + Vie	ew History 🕲 🟮	Below is a list of accordingly as <b>Submitted App</b> No applications	of applicat your appli lications ( to display.	ions you have subm ication moves throug <b>last 365 days)</b>	itted. The sta gh the review	tus will be u process.	updated		
	If you h you hav are a lic in the p	nave never held an Ohio license of ve not previously held, please cli cense holder renewing or modify past, please find the credential in trails. Status: Effective Year	or are applying to receive a new ck the Apply for NEW Credentia ing a license that you currently the list below and select the Ac	v credential that al button. If you hold or have held tion button.	Applications N No applications	ot Yet Sub to display.	omitted				-	
1	Fotal cre	edentials: 0			🏴 My Backg	Iround Cl	hecks		C	ilick to View 🕇 🚺	8	
	🗬 My	Account	Clic	k to View 🕇	🗰 My IPTI R	Registratio	ons		C	lick to View 🕂 🕻	9	
	🗁 My	Documents	Clic	sk to View 🕂								
	🗍 My	Resident Educator Summar	y Clic	k to View 🕂								

- If you click on CORE DASHBOARD in the top red ribbon and then click on CORE HOME, you will be returned to the old CORE "apple" menu.
- This is where you can access reports for your Resident Educator Program. Reports include a Resident Educator Registration Detail Report, Resident Educator Completion Criteria Details Report, RESA Results Report, Resident Educator Plan Tool Report and Print Credential Report.
- This also is where you access the Resident Educator Planning and Self-Assessment Tool.
- •

## **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 on the page number at the center of the navigation bar (ex. 1/30 means page 1 out of 30), 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.

	partment Education								Welco	me RE.Coordinator CORE4 Printer Frie Session Tim	i [Si endly \ ieout:(
ashboard Manage	Registrations	Manage Edu	icator Co	re Home+							
Resident Educa	tor Program	Registratio	n Search								
Find Registration	ons										
Educator Last N	ame:	E	ducator First	Name:	Educ	ator Middl	e Name:	Educator Stat	e ID:	Educator SSN-4:	
								AA99999999		XXXX	
School Year:				Program Year:				Registration	Status:		
2015/2016		_/_	~	Please Select			~	Please Sele	:t	~	
Work Organizati	on Name or IRM	е /			Fisca	al Organiza	tion Name	or IRN:			
Work organizatio	n IRN or Name	/		Ŧ	× Fisc	al organizat	ion IRN or N	ame		<b>×</b> ×	
			Find Registra	tions Q	Reset 🗙		Add New Re	egistration +			
Select one or mor	e searon criteria	and click on '	Find Registrat	ions'.							
Resident Educa	ator Program F	Registrations									
Show 5 🗸	records							(	Quick Search:	in Registrations list	
Educator State ID	Educator Name	School Year	Program Year	Complete	RESA Eligible	RESA Taking	RESA Passed	i <sup>♦</sup> Status <sup>♦</sup>	Action		
OH3000459	Teacher, Mary	2015/2016	Year 4	Yes	Yes	No	No	Submitted	View Credent	iials 🗙 Edit 🗹 Delete 🗙	
OH3000309	Chowdhary, Arun k	2015/2016	Year 5	Not Entered	Yes	Yes	No	Submitted	View Credent	iials 🗙 Edit 🗹 Delete 🗙	
OH1329552	Teacher, Test C	2015/2016	Year 3	No	Yes	No	No	Canceled	View Credent	iials 🗙 Edit 🗹 Delete 🗙	

### Prepare to Register a Resident Educator

- To register resident educators in the Ohio Resident Educator Program, they must each hold a resident educator license, an alternative resident educator license, supplemental license or a one-year out-of-state license. Those who hold the alternative resident educator career technical workforce development license should not be registered as per Senate Bill 3, they are exempt from the Resident Educator Program and the RESA.
- Before registering resident educators, it would be helpful to have the following information ready:
  - 1. Resident Educator SSN or State ID (e.g., OH1112222) and full name
  - 2. Resident Educator's teaching assignment
  - 3. Work/Education Organization name or IRN number
  - 4. Program Coordinator/Fiscal Organization name or IRN number
  - 5. Mentor/Facilitator/Colleague SSN or State ID and full name

	Resid	ent Educator Registration Rules
	1.	An educator cannot be registered twice in the same school year.
	2.	An educator must be registered in sequential years (e.g., Year 1, Year 2) and all educators are registered in Years 1 & 2. Prior credit can be used to complete Year(s) 3 & or 4 if educator is eligible for prior credit and holds the Resident Educator License. Alternative Resident Educator License holders cannot use prior credit to fulfill years completed in the program.
	3.	If an educator has not successfully completed all the completion criteria for a program year (e.g., 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 <u>eligibility</u> 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.
	6.	A resident educator MUST take the Resident Educator Summative Assessment (RESA) beginning in year 3 of the program and thereafter, if he or she has not passed the assessment in a previous year.
QUICKTIPS		

### **Resident Educator Dashboard**

Click on the Resident Educator link on the Welcome Page and then click on RE Registration link to bring up the resident educator dashboard.

The screen image below shows what the dashboard will look like when the registration window is open and program coordinators have begun registering resident educators:

				weicome	Gregory Mild Printer Frier Session Time
lent Educator Program Dashboard Manage f	Registrations Mar	nage Educator l	Jser Manual(s) <del>▼</del>	Core Home +	
Resident Educator Program - Coordinator	's Dashboard				
Actions					
<ul> <li>You can begin registering your Resident E 2019/2020 School Year will open on 08/01</li> <li>Your Resident Educators who are register 15, with instructions on how to create the eight our Resident Educator is <u>retaking the F</u> access the account they previously create TeachForward account, they should conta</li> <li>Your Resident Educator must have a valid account.</li> </ul>	ducators for the 2019 //2019 and close on 1 ed for RESA for the f account needed to su <u>ESA</u> , they will <u>not</u> ge id with TeachForward ct TeachForward at n l email in their OH ID	9/2020 School Year of 11/15/2019. first time will receive ubmit the RESA. et an email from Tear t to activate the acco resa@teachforward.of portal to ensure that	on August 1, 2019. The an email from Teach chForward to create a bunt. If they have que com t they receive the Tea	he registration windo Forward beginning o an account. They will stions about their chForward email to c	w for the n October need to create an
Resident Educator Registration Perior the registrations prior to 11/15/2019! Click "Register Resident Educator" button below have already started.	d for 2019/2020	School Year Is N	Now Open! Make	e sure to comple changes to a registra	te all
Find R	tegistration <b>Q</b>	Register Resi	dent Educator +		
Your Unfinished Educator Program Registrat	ions				
Show 5 v rows			Quick Searc	:h:	
Educator State ID A Educator M	lame ∳	School Year	Program Yes	ar 🍦 Ac	tion
	No Unfinished F	Registrations found.			

When the Registration period is open, which is typically August 1 through November 15<sup>th</sup>, you will have the Register Resident Educator button available to you and the Resident Educator Registration Period alert will appear on the screen. Clicking that button will take you to the "Start New Registration " screen where you will then click on "Find Educator" to search for the person that you want to enroll in the program.

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.

### **Register Resident Educators**

On the Resident Educator Program Coordinator's Dashboard, the

Register Resident Educator button will appear ONLY during the Resident Educator registration timeframe.



**Registration Timeline** 

The time window for registering educators in the Resident Educator program is typically August 1 through Nov. 15. During that time, the system will display the 'Add new Registration' button. Outside of that timeframe, the 'Add new Registration' 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 Resident Educator Program-Coordinator's Dashboard.

Click "Register Resider	nt Educat	or" button below to regist	er somer	ne new or click "Fin	d Regis	tration" to make chan	des to a n	edistration vor
have already started.		or builder bolow to regist	a someo	no non, or enex r m	a riogio	fortion to make onen	100 10 U I	ogionanon you
		-		-				
		Find Registratio	n Q,	Register Re	esident	Educator 🕂		
Your Unfinished Educa	ator Prop	ram Registrations						
		, i i i						
Show 5 Trows						Quick Search:		
Educator State ID		Educator Name		School Year	6	Program Year	0	Action
					_			
ur Unfinished Educator Pro	ogram Re	gistrations						
ow 5 rows						Quick	Search:	
Educator State ID		Educator Name	6	School Year	6	Program Year	ė.	Action
					-			
OH1000123		Teacher, Mary		2016/2017		Year 1		Edit 🕑
		51		2016/2017		Voor 2		T-44 - 172

### To add a new teacher registration:

- 1. Click on the Register Resident Educator button.
- 2. The Start New Registration popup is displayed.

Start New Registration				×
Educator:				
None			Find	Educator 👤
School Year:		Program Year:		
Please Select	~	- Please Select -		~
	St	art Registration <b>H</b>	Reset 🗙	Close

You will then see the Find Person screen.

3. <u>Find the Educator to be registered:</u> To search for a person in CORE to be registered in the Resident Educator program, click on the Find Educator 1 button.

Action
s Next

Enter any combination of state ID, last 4 digits of the SSN, first Name, last Name, or birth date.

Click Find Person Q to search based on the entered criteria.

### Here is an example of the Search results:

Find Person						2
State ID:	SSN-4:			Birth Dat	e:	
AA9999999	XXXX			mm/dd/y	ууу	
First Name:		Last	Name:			
mary		tead	cher			
	Find	l Person <b>Q</b>				
Show 10 rows		Quick	k Search:			
State ID 🔺 Person	Name 🛛 🍦	SSN-4	÷ E	Birth Date	\$	Action
OH3000459 Mary Teac	her	0000	01	/01/1970		Select ★
Showing 1 to 1 of 1 rows						
				Reset	× c	lose 🔳
a. Click on the Select *	next to the pe	rson you	want to	register.		

- The "Find Person" dialog box will close, and the person's name will populate in the Educator field
- in the "Find Person" Screen.
- 4. "Start New Registration Screen" Screen.

Educator:				
OH3000459 - Mary Teacher				Find Educator 🗹
OH3000459 - Mary Teacher				
2017/2018	•	Year 4		•
	Sta	rt Registration 💾	Res	et 🗙 Close 🔳

- a. To change the Educator, click on the Find Educator button and search for another Educator.
- 5. Click the Stat Registration H 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. Program Year, School Year and Program Coordinator information is pre-populated for you. You will not need to enter this information.

Resident Educator Program Registration Educator Information View RE Profile 🛛 Educator Contact Info 🐱 Educator RESA Info 🐱 Educator State ID: Educator Name: Educator Birth Date: Educator SSN4: OH3000459 Mary Teacher 01/01/1970 0000 Registration Information School Year: Work/Education Organization: **Registration Status:** 2018/2019 Pending G Select 🗹 Clear 🗙 Organization IRN or name **RESA Eligibility:** Program Year: PC/Fiscal Organization: Not Eligible Year 1 Organization IRN or name Clear 🕽 Credential: Educator Retaking RESA this Program Year: No Educator Meets All Eligibility Requirements: RE Program Coordinator: Review Requirements - RE.Coordinator CORE4 No Last Submitted Date: Colleague: Person State ID or first/last name Submit Registration 🛓 **Registration Notes** Add Registration Note 🕂 6. To view the Educator Contact information, click on the Educator Contact Info ≥ 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 OH|ID and update their contact information. Personal information can only be changed by the educator through their OH|ID account.

Educator Information			Educator Contact	Info 🖂 Educator RESA Info 🐱
Educator State ID:	Educator Name:		Educator Birth Date:	Educator SSN4:
AA1111112	Carol Harp		01/01/1980	3791
Addresses		Phones	Emails	
Work: 25 S Front St, Columbus OH 43215		Work: (614) 444-444 x 123	Home: carol.harp@education	ı.ohio.gov

7. To see the results of the educator's Resident Educator Summative Assessment (RESA) submission(s), select the Educator RESA Info in the Educator Information title bar. It will expand the page to display the previous RESA results for that educator.

Educator Name: Carol Harp	Educator Birth Date: 01/01/1980	Educator SSN4:
Carol Harp	01/01/1980	3791
I Passed         Summative Assessment :       Passed         2:       Passed         and Professional Growth :       Passed         eaching Practice :       Passed		
h f	of Passed #1 : Passed Summative Assessment : Passed #2 : Passed n and Professional Growth : Passed Feaching Practice : Passed	of Passed #1 : Passed Summative Assessment : Passed #2 : Passed n and Professional Growth : Passed Feaching Practice : Passed

- 8. Work/Education Organization You can 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.

Or you can click the sector button and the "Find Organization" screen will pop up allowing you to Search and Select an Organization.

Find Organization					×
IRN:	Organization Name:				
X00000X					
	Find Organi	zation <b>Q</b>			
Show 10 V rows	5	Quick S	earch:		
IRN   Orga	nization Name		County	<b>≜</b> A	ction
	No Organizat	ion Found.			
Showing 0 to 0 of 0 row	/S			Previous	Next
			Res	et 🗙 Clos	se 🔳

9. PC/Fiscal Organization - You can type the IRN, or the name of the organization and the

system will provide a drop-down menu of choices. Or you can click the select button and the "Find Organization" screen will pop up, allowing you to Search and Select an Organization.

RN:	Organization Name:		
XXXXXXXX			
	Find Organi	zation Q	
Show 10 🔨	<ul> <li>rows</li> </ul>	Quick Search:	
IRN 🔶	Organization Name	County	Action
	No Organiza	tion Found.	

10. Credential – You must associate a Credential that is eligible for the Resident Educator Program. Click the sector button in the credential column to show a selection screen of credentials that are eligible for the Resident Educator program. Please choose the credential that the educator is teaching under for this school year.

Select/	/iew Candidate Credent	ials w only eligible Ci	edentials				×
Show	5 V credentials					Quick Search: IsF	REEligible=true
	Credential 🔶	Status  🍦	Eff.Year	🔶 Issue Date 🔻	Exp.Date	Cred.#	Action
٢	4 Year Resident Educator Adolescence to Young Adult (7-12) License	Issued	2016	07/05/2016	06/30/2020	4134440	Select 🗸
٥	4 Year Resident Educator Adolescence to Young Adult (7-12) License	Issued	2015	07/05/2016	06/30/2019	4134441	Select 🗸
	4 Year Resident Educator Early Childhood (P-3) License	Issued	2015	08/26/2015	06/30/2019	4134403	Select 🗸
Showin	g 1 to 3 of 3 credentials					Previ	ous 1 Next
							Close

- Click the Select dution to select the credential for this registration.
- 11. 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.
- 12. Mentor/Facilitator/Colleague You can type the State ID or the name of the person and the system will provide a drop-down menu of choices, or you can click on the button and enter any combination of State ID, last 4 digits of the SSN, first name, last name or birth date. Click the Find Person C button to search based on the entered criteria. This field will change to display 'Facilitator' when the resident educator is registered for the RESA and 'Colleague' in the final year of the program when the resident educator is not registered for the RESA.
- 13. Educator Taking RESA this Program Year-- If the Educator is eligible for taking RESA this tab will appear as "Yes." If not eligible, the selection will appear gray and it will say "Not Eligible."
  - a. In Year 1 of the RE Program, this field will automatically appear as "No" because resident educators are not eligible to take RESA in their first year.
  - b. In Year 2, this field will appear as "no". The Program Coordinator can change this field to "yes" if the resident educator has one or two years of prior teaching credit entered in CORE and the program coordinator has verified that

the resident educator does intend to take RESA that year. Additionally, beginning in 2018-19, local policies and procedures may permit a year 2 resident educator to participate in the RESA upon consultation with their local program coordinator and mentor. Those who do take the RESA in year 2 are also required to participate in mentoring.

- c. In Year 3, this field will automatically appear as "yes" unless the resident educator passed the RESA the previous year. If the teacher does not pass the RESA in year 3, this field will be marked "yes" in year 4. This field will be marked "yes" for each subsequent year after year 3 that the candidate does not pass RESA.
- 14. Educator Meets All Eligibility Requirements This will default to "No". You must verify the Educator meets all the eligibility requirements, and select "Yes", before submitting the Resident Educator Registration.
- 15. After you have completed all of the fields on this page and choose "Yes" to Educator Meets All Eligibility Requirements, you can "Submit the Registration."
- 16. 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 RE Registration Dashboard for easy access to complete. Saving a registration will not complete the registration. The registration will not be complete until the "Submit the Registration" button is clicked.

-	
11	ps

- 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 RE Registration Dashboard, for easy access to complete. <u>You must click submit for the</u> <u>registration to be completed.</u>
- 2. You must complete all of the fields on this page and choose "Yes" to Educator Meets All Eligibility Requirements, before submitting the registration.
- 3. 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 Reg	is	tratio	n	Hist	tory	To view the
current registration history of a	res	ident educat	oro	click on t	he blue butto	n under the
Registration Status field Submitte Registration Page.	d	or or	n th	e Reside	nt Educator F	Program
This field can be accessed by c registration. A Resident Educat	lick or S	ing on the Status Log w	dit⁄\ ill tł	riew 🗹 nen pop i	button of a r up like the on	esident educator e shown below:
Registration Status Log						×
Show 5 V Registration Status Log					Quick Search:	in Registration Status Loc
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
Showing 1 to 2 of 2 Registration Status Log						Previous 1 Next

Information regarding the date of the registration's submission as well as who submitted the registration is displayed.

# Re-registering REs from a previous school year

Resident educators, who were registered in the previous program year and are eligible for re-registration, will appear on the Resident Educator Dashboard screen, as shown in the view below.

- 1. Click on Manage Registrations at the top of the Resident Educator Registration Search Screen
- 2. Choose the previous program year for the School Year
- 3. Enter your Fiscal or Work Organization
- 4. Click on year will populate at the bottom of the screen. Please select "all" in the field that says Show All V Registrations

Resident Educator Program Registration Search Find Registrations Educator First Name: Educator Middle Name: Educator Last Name: Educator State ID: Educator SSN-4: XXXX AA99999999 School Year: Program Year: Registration Status: 2015/2016 ~ -- Please Select --- Please Select -~ Work Organization Name or IRN: Fiscal Organization Name or IRN: Work organization IRN or Name Fiscal organization IRN or Name Register Resident Educator -Find Registrations Q Reset X Select one or more search criteria and click on 'Find Registrations' Resident Educator Program Registrations Show All V Registrations Quick Search: in Registrations Educator Educator School RESA Program Complete Status Actions State ID Name Year Year Taking AA1111111 Stough, Kevin L 2015/2016 Submitted Year 1 No ew Credentials 🔍 AA1111112 Harp, Carol M 2015/2016 Year 1 Submitted No С 5. Click on the button

Re-Register			
Are you sure you want to Re-Register this Educator ?			
F	No 🗙	Yes 🗸	÷

- 1. Click Yes to Re-Register this Educator
- 2. You will then get a message at the bottom of the screen that states: "A registration started successfully for Joe Teacher 2019/20

OH3000484	Teacher, Joe	2016/2017	Year 1	Not Entered	No	Pending	View Credentials 👁 Edit 🗹 Re-Register 😋

8. Click on **Re-Register C** for all those registrations you wish to re-register for the current program year.

9. Once you have completed this part of the re-registration process for all your Resident Educators, click on Resident Educator Program at the top of the page.

10. This will take you back to the registration page where you will find all those you have reregistered and you will then be able to edit each registration from there.

## Manage 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.

Department of Education				Welcome	RE.Coordinator CORE4 [Sign Printer Friendly Ver Session Timeout:08:1
Dashboard Manage Registrations Mana	ige Educator	Core Home <del>-</del>			
					DEVELOP
Resident Educator Program Registrat	ion Search				
Find Registrations					
Educator Last Name:	Educator Fin	st Name:	Educator Middle Name:	Educator State ID:	Educator SSN-4:
				AA9999999	XXXX
School Year:		Program Year:		Registration Status:	
Please Select	~	Please Select	~	- Please Select -	~
Work Organization Name or IRN:			Fiscal Organization Name	or IRN:	
Work organization IRN or Name		<b>~ x</b>	Fiscal organization IRN or Na	ame	<b>~ X</b>
	Find Regist	trations Q Res	Add New Re	gistration 🕂	
Select one or more search criteria and click of	h 'Find Registr	rations'.			

To search for a registration:

- 1. Click on the Find Registration link on the dashboard.
- 2. The Registration Search page is displayed.
- 3. Enter one or more of the following criteria:
  - a. Educator.
    - i. Enter any combination of State ID, first name, last name, or middle name.
  - b. PC/Fiscal Organization
    - i. Enter an IRN and/or organization name in the program coordinator (PC) fiscal organization name or IRN box.
      - 1. The field will automatically perform a search as soon as you type three characters or numbers, so a search for "Dublin" will return all organizations with the word "Dublin".
  - c. Work/Education Organization
    - i. Enter an IRN and/or organization name in the work/education organization name or IRN box.
      - 1. The field will automatically perform a search as soon as you type three characters or numbers, as an example typing "Dublin" in the field will return all organizations with the word "Dublin".

•	OV Departme of Education	nt on					Welcome	RE.Coordinator CORE4 [Sign Ou Printer Friendly Versio Session Timeout:08:19:3
Dashboard	Manage Registra	tions Man	age Educator	Core Home -				
								DEVELOPM
Resident E	=ducator Progra	m Registra	tion Search					
Find Reg	istrations							
Educator	Last Name:		Educator Firs	t Name:	Educator N	liddle Name:	Educator State ID:	Educator SSN-4:
							AA9999999	XXXX
School Ye	ear:			Program Year:		s	tart typing 3 or more letters for:	
2015/2016	6		~	Please Select		• 0	Prganization Name	~
Work Orga	anization Name or I	RN:			Fiscal Orga	nization I	· · · · · · · · · · · · · · · · · · ·	
Work orga	anization IRN or Name	9		- × ×				<b>×</b>
			Find Registr	ations O	064758 - D	ublin Coffman H	High School	^
					093948 - D	ublin Latch Key		
Select one	or more search crite	eria and click o	n 'Find Registra	ations'.	120485 - D	ublin Scioto Hig	gh School	
					143032 - D	ublin Academy ublin Prep Acad	demv	
					146795 - D	ublin Prep Acad	demy	
					146928 - D	ublin Jerome Hi	igh School	~
dent Educato	r Program Regis	strations						
( <b>5</b> • F	enistrations						Quick Search:	In Registrations
	registrations						addit ocardi.	in regionatorio
lucator 🔒	Educator Name	School Year	Program Year	Complete	RESA Taking	Status	Actio	ns
	NARRY, JOHN	2016/2017	Year 1	Not Entered	Yes	Pending	View Credentials 👁 🔁 Edit 🙆 🛛 Re	-Register Ø
	Harper, Carol	2016/2017	Year 1	Not Entered	No	Pending	View Credentials 👁 🛛 Edit 🙆 🛛 Re	-Register (C
			Year 1	Not Entered	No	Cancelled	Vew Credentials @ Vew @ R	Barlster (1
11 1112	Harp, Carol M	2016/2017						enegata O
11 1112	Harp, Carol M Harp, Carol M	2016/2017	Year 1	Not Entered	No	Cancelled	Vew Credentials @ View @ R	e-Register ()

#### d. School Year

- i. Select a school year from the drop-down list.
- ii. The list defaults to the current school year. Note: to search for all registrations for an organization or a person, leave the School Year blank.
- e. Registration Status
  - i. Click on the dropdown arrow to select a specific registration status to search for.
  - ii. For example, you want to find all the Year 4 resident educators.

Dushboard manage registrations	Manage Educator	Core Home -			
					D
Resident Educator Program Reg	istration Searcl	n			
Find Registrations					
Educator Last Name:	Educator Fi	rst Name:	Educator Middle Name:	Educator State ID:	Educator SSN-4:
				AA9999999	XXXXX
School Year:		Program Year:		Registration Status:	
Please Select	~	- Please Select - Year 7		Please Select	
Work Organization Name or IRN:		Year 6 Year 5	he	e or IRN:	
Work organization IRN or Name		Year 3 Year 2	1	Vame	Ŧ
		Year 1			

### f. Program Year

i. Click on the dropdown arrow to select a specific registration status to search. For example, finding all resident educator registrations that are "pending" for the current year.

Find Registrations					
Educator Last Name:	Educator Fir	st Name:	Educator Middle Name:	Educator State ID:	Educator SSN-4:
School Year:		Program Year:		AA99999999 Registration Status:	XXXX
2015/2016 Work Organization Name or IRN:	~	- Please Select -	✓ Fiscal Organization Name	- Please Select - Canceled Pending Submitted	
Work organization IRN or Name		<b>~</b> X	Fiscal organization IRN or N	ame	<b>~</b> X
	Find Regist	rations Q	Reset X Add New Re	egistration 🕂	

- 4. If you want to clear your selections, click the Reset **\*** Button.
- 5. Click Find Registrations Q when you have selected one or more search criteria and are ready to look for registrations.
- 6. A list of all matching persons/registrations for the specified criteria will be displayed.

sident Educato	r Program Da	ashboard	Manage Regi	strations Ma	inage Educator	Core Hom	e 🕶				
											DEVELO
sident Educ	ator Program	Registrati	on Search								
ind Registra	tions										
Educator First	Name:		Educator Mid	dle Name:	Educator Last	Name:		Educator §	State ID:	Educator SSN-4	4:
								AA9999999	9	X000X	
School Year:				Program Year	:			Registratio	on Status:		
2016/2017			~	Please Selec	:t		~	Please S	ielect		~
Nork Organiza	tion Name or IR	N:				iscal Organi	zation Name	or IRN:			
-						iscal organi					
Work organizat	ion IRN or Name	Find	Registrations Q		Reset \$	Fiscal organiz	ation IRN or Na Registe	me er Resident Edu	cator 🕇		× ×
Work organizat	ion IRN or Name ore search criteri cator Program	Find a and click or Registration	Registrations Q 'Find Registra	ations'.	Reset >	Fiscal organiz	ation IRN or Na Registe	me er Resident Edu	cator 🕂		× ×
Work organizat Select one or m Resident Edu	ion IRN or Name ore search criteri cator Program Registrations	Find a and click or Registration	Registrations Q 'Find Registra	ations'.	Reset	Fiscal organiz	ation IRN or Na	me r Resident Edu	cator + Quick Search:	in Registrations	× ×
Work organizat Select one or m Resident Edu Show 5 Educator State ID	ion IRN or Name ore search criteri cator Program Registrations Educator Name	Find a and click or Registration School Year	Registrations Q 'Find Registra S Program Year	ations'.	Reset X	RESA Taking	RESA Passed	me r Resident Edu Status <sup>∲</sup>	cator + Quick Search: Action	in Registrations	× ×
Work organizat Select one or m Resident Edu Show 5 State ID AA1111111	ion IRN or Name	Find a and click on Registration School Year 2016/2017	Registrations Q 'Find Registra S Program Year Year 1	ations'.	Reset >	RESA Taking +	ation IRN or Na Registr RESA Passed \$ No	me Ir Resident Edu Status Cancelled	cator + Quick Search: Action View Credentials	in Registrations	× ×
Work organizat Select one or m Resident Edu Show 5 ~ Educator State ID AA1111111 AA1111112	ion IRN or Name ore search criteri cator Program Registrations Educator Name Stough, Kevin L Harp, Carol M	Find a and click on Registration Year 2016/2017 2016/2017	Registrations Q 'Find Registra S Program Year Year 1 Year 1	ations'. Complete Not Entered Not Entered	Reset >	RESA Taking	ation IRN or Na Registe RESA Passed No	r Resident Edu r Resident Edu Status Cancelled Pending	Cator + Quick Search: Action View Credentials View Credentials	in Registrations	× ×
Work organizati Select one or m Resident Edu Show 5 Educator State ID AA1111111 AA1111112 OH1332860	Registrations     Stough, Kevin     L     Catow     Registrations     Educator     Anne     Stough, Kevin     L     Chowdhary,     Arun E	Find a and click on Registration Year 2016/2017 2016/2017 2016/2017	Registrations Q 'Find Registra S S Program Year 1 Year 1 Year 1	ations'. Complete Not Entered Not Entered	Reset >	RESA Taking	ation IRN or Na Registe Passed ¢ No No No	rr Resident Edu status + Cancelled Pending Cancelled	cator + Quick Search: Action View Credentials View Credentials View Credentials	in Registrations	
Work organizati Select one or m Resident Edu Show 5 Educator State ID AA1111111 AA1111112 OH1332860 OH3000484	Registrations Educator Program Registrations Educator Name Stough, Kevin L Harp, Carol M Chowdhary, Arun E Teacher, Joe	Find           a and click on           Registration           Year           2016/2017           2016/2017           2016/2017           2016/2017	Registrations Q 'Find Registra S S <u>Program</u> Year 1 Year 1 Year 1 Year 2	ations'. Complete Not Entered Not Entered Not Entered Not Entered Not Entered	Reset >	RESA Taking Mo No No	ation IRN or Na Registr RESA Passed No No No	r Resident Edu status Cancelled Cancelled Cancelled Pending Cancelled	cator + Quick Search: Action View Credentials View Credentials View Credentials View Credentials	in Registrations ♥ View ♥ ♥ Edit @ ♥ View ♥ ♥ Edit @	

7. In the Action column are icons that you may click on. You may edit current year registrations. You may delete only current year registrations.

View Credentials – Use to view the resident educators credentials.

View View a Registration – Use to view any completed resident educator registration.

View Credentials 🗙

Edit and Update a Registration – Limited edits to a submitted registration are permitted 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/Facilitator/Colleague information. Educator Taking RESA this Program Year may be edited for those REs in year 2 with 1 or 2 years of prior credit or those permitted by local policies and procedures to take RESA in year 2, until the registration window closes. You can fully edit a pending registration if you haven't submitted it until the registration window is closed.

CANTIPS	Starting Anothe	r Search	
au	Clicking on the can start anothe	Reset <b>≭</b>	button will clear your search criteria so you

### **Edit and Update Educator Information**

Program Coordinators can edit or update the following fields in CORE for the Resident Educator's current registration. 1. Work/Education Organization 2) PC/Fiscal Organization 3) Mentor/Facilitator/Colleague. The Program Coordinator field will automatically update once the changes are saved.

To update Educator information the program coordinator should select the Manage Registrations tab.

1. This following screen will be displayed to search for an educator that you want to Update.

Resident Educator Program Manage Registrations Manage Educator System Settings - User Manual(s) - Core Home - Find Educators	
Find Educators	
Find Educator(s)	
State ID: First Name: Last Name: Date of Birth: S\$N4:	
AAdgegegege   mm/ddyyyy   Image: Xxxx	
Find Educator(s) Q Reset X	
Select one or more search criteria and click on 'Find Educator'.	

- 2. You can search on any of the fields listed above. Using the State ID field will give you your most accurate result. After clicking on the Find Educator(s) C button, you will get a list of educators that match your search. Click the Edit/View button that is next to the educator and the year of the registration that is the one you want to edit/update. (Note: only the current year and registration is editable and that is the only registration that will have the Edit/View available.
- 3. You will have the option to view credentials or view the educator's Resident Educator (RE) Profile when you click on the Action button next to a person you select.

o.gov   of Ed	lucation						S	Printer Friendly Session Timeout 0
esident Educator Progra	m Dashboard	Manage Registrations	Manage Educator	Core Home +				
								DEVEL
nd Educators								
Find Educator(s)								
State ID:	First Name:		Last Name:		Date of Birth:		SSN4:	
AA9999999	Carol		Harp		mm/dd/yyyy	<b></b>	30000	
			Find Educator(s) O	Posot ¥				
				Nebel A				
Select one or more sear	ch criteria and click	on 'Find Educator'.						
Select one or more sear	ch criteria and click	on 'Find Educator'.						
Select one or more sear Educators	ch criteria and click	on 'Find Educator'.						
Select one or more sear	ch criteria and click	on 'Find Educator'.			٥	uick Search	n' in Educator	8
Select one or more sear Educators Show 5 C Educ	ch criteria and click ators	on 'Find Educator'.		Data of Right	Q	uick Search	n: in Educator	S
Select one or more sear Educators Show 5   Educ State ID	ators	on 'Find Educator'. ∲ Last №	ame ≑	Date of Birth	Q \$ \$\$N4	uick Search	n: in Educator	s
Select one or more sear Educators Show 5 V Educ State ID	ators       A     First Name       Carol	on 'Find Educator'.	ame 🔶	Date of Birth	Q ¢ 55N4	uick Searct	n: in Educator	s
Select one or more sear Educators Show 5 • Educ State ID AA1111112	ch criteria and click ators First Name Carol Carol	e Last N Harper Harp	ame 🍦	Date of Birth 01/01/1960	Q ♦ \$\$N4 3791	uick Searci \$	n: In Educator	s
Select one or more sear Educators Show 5 • Educ State ID AA1111112 CO1000813	ch criteria and click ators First Name Carol Carol CAROL	<ul> <li>Find Educator</li> <li>Last N</li> <li>Harper</li> <li>Harp</li> <li>HARP</li> </ul>	ame 🔶	Date of Birth 01/01/1980 02/12/1948	Q ∳ SSN4 3791 ∎ Vi	uick Searct \$	n: in Educator Action      Action      Action      Action      tats	s
Select one or more sear Educators Show 5 • Educ State ID AA1111112 CO1000813	th criteria and click ators First Name Carol Carol CAROL OLDOC	Pind Educator     Educator     Last N     Harper     Harp     HARP	ame 🔶	Date of Birth 01/01/1980 02/12/1948	Q \$ \$\$\$N4 3791 \$ Vi \$ Vi	uick Search 4 ew Credent ew Educate	n: in Educator Action Action - Action - Itals or RE Profile	s
Select one or more sear Educators Show 5 C Educ State ID AA1111112 CO1000813 MM1013942	ch criteria and click ators First Name Carol Carol CAROL CAROL	Pind Educator     Last N     Harper     Harp     HARP     HARP	ame ¢	Date of Birth 01/01/1980 02/12/1948 05/16/1959	Q	uick Search 4 ew Credent ew Educato	n: in Education	5
Select one or more sear Educators Show 5 C Educ State ID AA1111112 CO1000813 MM1013942 OH1056962	th criteria and click ators First Name Carol Carol CAROL CAROL CAROL CAROL	<ul> <li>Find Educator</li> <li>Last N</li> <li>Harper</li> <li>Harp</li> <li>HARP</li> <li>HARPER</li> </ul>	ame ¢	Date of Birth 01/01/1980 02/12/1948 05/16/1959 03/10/1941	Q ♦ SSN4 3791 ¥Vk Q Vk 3477 5630	uick Search 4 ew Credent ew Educato	1: In Educator Cation + Action + Action + Itals or RE Profile Action + Action +	S

Select

- 4. When you click on "view credentials" the screen will then display all the credentials that the educator has ever been granted
  - a. By default, it shows all their credentials

IOW 5	credentials							Quick Sea	rch:	in cre	dentials	
	Credential	Å	Status	Eff.Year	¢	Issue Date	•	Exp.Date	Sh	ow all (	Credential I	Fields 🕂
	1 Year Short Term Substitute General Education License	1	Issued	2016		05/04/2016		06/30/2021			29151045	
	1 Year Educational Educational Aide F	l Aide Permit	Issued	2015		02/25/2016		06/30/2016			29151007	
٥	5 Year Professiona Early Childhood (G P-3) License	al Grades	Issued	2015		01/29/2016		06/30/2021			29150987	
٢	1 Year Adult Educa Adult Education P	ation ermit	Expired	2011		01/29/2016		06/30/2012			29150990	
0	5 Year Professiona Multi Age (P-12) Li	al cense	Voided	2015		01/29/2016		06/30/2021			29150991	
iowing	1 to 5 of 101 crede	entials				Previous	1	2 3 4	5		21	Next

Show only eligible Credentials

b. Click on and you will view a list of the educator's credentials. Select the credential associated with the educator's teaching assignment (this is the eligible credential).

Credential       Status       Eff.Year       Issue Date       Exp.Date       Cred.#       Action         4 Year Resident Educator       Issued       2016       07/05/2016       06/30/2020       4134440       Select          Adolescence to Young Adult (7.12)       Issued       2015       07/05/2016       06/30/2019       4134441       Select          4 Year Resident Educator       Issued       2015       07/05/2016       06/30/2019       4134441       Select          4 Year Resident Educator Early Childhood (P-3) License       Issued       2015       08/26/2015       06/30/2019       4134403       Select          wing 1 to 3 of 3 credentials       Issued       2015       08/26/2015       06/30/2019       4134403       Select	w 5 V credentials					Quick Search: Is	REEligible=true
4 Year Resident Educator Adolescence to Young Aduit (7-12)       Issued       2016       07/05/2016       06/30/2020       4134440       Select          4 Year Resident Educator Adolescence to Young Aduit (7-12)       Issued       2015       07/05/2016       06/30/2019       4134441       Select          4 Year Resident Educator Adolescence to Young Aduit (7-12)       Issued       2015       07/05/2016       06/30/2019       4134441       Select          4 Year Resident Educator Early Childhood (P-3) License       Issued       2015       08/26/2015       06/30/2019       4134403       Select          wing 1 to 3 of 3 credentials       Previous       1       Next	Credential 🔶	Status 🍦	Eff.Year	♦ Issue Date	Exp.Date	¢ Cred.#	Action
4 Year Resident Educator Adolescence to Young Adult (7-12) License       Issued       2015       07/05/2016       06/30/2019       4134441       Select ✓         4 Year Resident Educator Early Childhood (P-3) License       Issued       2015       08/26/2015       06/30/2019       4134403       Select ✓         wing 1 to 3 of 3 credentials       Previous       1       Next	4 Year Resident Educator Adolescence to Young Adult (7-12) License	Issued	2016	07/05/2016	06/30/2020	4134440	Select 🗸
4 Year Resident Educator Early Childhood (P-3) License     Issued     2015     08/26/2015     06/30/2019     4134403     Select ✓       wing 1 to 3 of 3 credentials     Previous     1     Next	4 Year Resident Educator Adolescence to Young Adult (7-12) License	Issued	2015	07/05/2016	06/30/2019	4134441	Select 🗸
wing 1 to 3 of 3 credentials Previous  Next	4 Year Resident Educator Early Childhood (P-3) License	Issued	2015	08/26/2015	06/30/2019	4134403	Select 🗸
>	wing 1 to 3 of 3 credentials					Prev	vious 1 Next
							>

c. Select the button to close this popup window, or the X at top right.

5. If you select "View Educator RE Profile" on the Action - button, the Resident Educator Profile will be displayed.

Educator Information			CE Educati	r Profile 🕑 Educator Contact	l Info 💆 Educator Credentials 🛙
Educator State ID:	Educator Name:			Educator Birth Date:	Educator 88N4:
GH3000059	Mary Teacher			01/01/1980	0408
tesa Eligible : No			RE 8A Passed : Ym		
iducator Prior Years T	eaching Credits				Add Prior Year Teaching Credit 4
School Year	Note	inization	Granted By	Granted Date	🚽 Action
		No reco	ards found.		
Resident Educator Pro	gram Registrations				Pa-Pagister (
Sohool Year	💂 Program Year	Complete	8 RE 8A Taking	¢ Status	Action
2016/2017	Year 1	Yes	No	Submitted	View 👁
2018/2017 howing 1 to 1 of 1 Reg	Year 1	Yes	No	Submitted	Viaw 👁
2018/2017	Year 1	Yes	No	Submitted	Viaw 👁
2018/2017 Showing 1 to 1 of 1 Reg Previous RESA Result	Year 1 Istrations	Yes	No.	Submitted	View 👁
2016/2017 Dhowing 1 to 1 of 1 Reg Previous RESA Result School Year 2013/20 • Task Lesson ( • Task Lesson ( • Task Lesson ( • Task Commun • Task Reflection	Year 1 Istrations 5 14: Not Plased Dycle #1: Not Plased e and Summative Assessment : Not P Dycle #2: Not Plased ication and Professional Growth : Not in on Teaching Practice : Not Plased	Yes source		Submitted	Vuur 👁

6. The Educator Contact Info and Educator Credentials buttons work the same as the previous screens with these buttons.



Editing Registration Information Program coordinators may edit most key registration information at any time, not just during the registration window for the current program year. The Candidate Org, Fiscal Org, License, Teaching Field and mentor/facilitator/colleague fields may be edited at any time during the current program year. The RESA information may not be edited outside of the registration window.

## **Adding Prior Teaching Credit**

 You must be on the Educator RE Profile screen to access this feature. Please be sure to read the rules and requirements for <u>eligibility for Credit for Prior Teaching</u> <u>Experience</u> To access the Educator RE Profile screen, select Manage Educator and then type in the information and click on Find Educator. A screen like the one below will appear.

Educators					
Show 5 V	Educators			Quick Search	in Educators
State ID	<ul> <li>First Name</li> </ul>	Last Name	Date of Birth	♦ SSN4	Action
OH3000459	Mary	Teacher	01/01/1970	0000	Action -

2. Click on the Action button and then click to View Educator RE Profile



### 3. The following screen will appear:

Resident Educator P	rofile			Back to Educator Results
Educator Information		CE Educa	ator Profile 🗹 Educator Contact	Info 🐱 Educator Credentials 🛔
Educator State ID:	Educator Name:		Educator Birth Date:	Educator SSN4:
OH3000459	Mary Teacher		01/01/1970	0000
Educator Prior Years	Teaching Credits		l	Add Prior Year Teaching Credit 🕇
School Year	Note     Grantor Organization	Granted By	Granted Date	<ul> <li>Action</li> </ul>
2016/2017	Dublin City School District	RE.Coordinator CORE4	08/24/2016	

dd prior year teaching c	redit, click on t	he Add Prior Year Teaching (	Credit 🕂 bi
Add Educator Prior Year Tea	ching Credit		
"Click here" for more inform experience.	mation on granting	credit for prior years of teach	ing
Please note, maximum cre	edit allowed is 2 ye	ears.	
If the prior teaching experie	ence occured out-	of-state then explanation is re	quired to
verify the out-of-state licen	ise help by the ed	ucator.	
verify the out-of-state licen School Year:	ise help by the ed	Prior Experience:	
verify the out-of-state licen School Year:Please Select	se help by the ed	Prior Experience:	
verify the out-of-state licen School Year:Please Select Explanation:	se help by the ed	Prior Experience:	
verify the out-of-state licen School Year:Please Select Explanation:	vse help by the ed	Prior Experience:	
verify the out-of-state licen School Year:Please Select Explanation:	vse help by the ed	Prior Experience:	<b>\</b>
verify the out-of-state licen School Year:Please Select Explanation:	vse help by the ed	Prior Experience:	N

4.

- a. School Year You can choose any School Year listed in the dropdown menu. Teaching experience for prior credit is limited to four years from the current school year.
- b. Prior Experience You can choose "In State "or "Out of State."
- c. Explanation You should type some comments about why you are granting the credit. It is a required field, for out-of-state credit. For out-of-state credit, the resident educator is required to have proof of that out-of-state experience (e.g., out of state license or certificate) in the documents file which appears in the Welcome Page of their OH|ID account. They should download a copy of the certificate or license to their OH|ID account. When the resident educator applies to advance to the professional license, the Office of Educator License will look for proof of out-of-state credit in the resident educator's documents in their OH|ID account.
- d. If you are trying to add "In State" credit, the resident educator must have an Ohio license that qualifies for resident educator credit during that period and can't have Program Year Completion credit for that year.

5. After you click on the save H button the credit will be displayed in the following section of the Resident Educator Profile screen:

Educator Prior Year	rs Teaching Credi	its		Ad	d Prior Year Teaching Credit 🕂
School Year	Note	Grantor Organization	Granted By	Granted Date	
2013/2014	test5	Dublin City School District	RE.Coordinator CORE4	07/28/2016	
2014/2015	test2	Dublin City School District	RE.Coordinator CORE4	07/28/2016	



### Editing Prior Year's Credit

Program coordinators cannot delete prior year's credit. If this information was entered incorrectly, please contact REProgram@education.ohio.gov

## **Enter 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 Ohio Department of Education. If a resident educator's completion criteria was not entered but should appear as "Yes' for a previous program year, please contact <u>REProgram@education.ohio.gov</u> or call 1-877-644-6338

1. On the Dashboard you will have a message telling you that 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 the section titled "Your Registrations without Completion Criteria."

Resident Educator Progra	m - Coordinator's Dashboard					
Actions						
For late registrations, "Click here" to go to the late	you must submit a Late Regis registration form	tration Form				
Completion Criteria S 06/30/2018! Click "Find Registration" but	ubmission Period Is Now Ope	n For The 2017/2018 Sc	thool Year! M	lake sure to su	ubmit completion criter	a prior to
		Find Registration Q				
Your Registrations without	Completion Criteria					
Show 5 rows					Quick Search:	
Educator State ID	Educator Name	School Year	ŧ	Program Year	♦ Action	
AA111111	Stough, Kevin L	2016/2017	Year 1		Complete 🗹	
OH3000513	Educator, Lalith	2017/2018	Year 4		Complete 🗹	

2. "Your Registrations without Completion Criteria" – In this section you will see all the resident educators that you registered during the Registration window for that program year. If you click on the Enter Completion Criteria District, but you do not see him or her listed here, search for the person in the Manage Registration, Resident Educator Program Registration Search, to verify

that the individual was registered for that program year. If their registration is missing, please complete a late registration form that is linked to the Dashboard page.

3. Completion Criteria Screen

Enter Completion Criteria	×
Has Resident Educator met the following requirements for completion	n 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 ir	nformation was entered into CORE RE system.
Completion Criteria Not Completed	Save ± Close ■

- a. You should answer the questions fully and honestly. By default the answers are  $\mathbf{N}^{\mathbf{N}}$ .
- b. Clicking on the <sup>Yes</sup> will turn it green.
- c. Clicking Yes on all of the boxes will mark Completion Criteria Completed.
- d. 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."
- e. Clicking on the check box highlights the Save ± button. Clicking the Save ± button will record your answers for the Completion Criteria for that resident educator's record.
  - i. If you chose Yes to all of the questions, the resident educator will be considered complete for that program year.
  - ii. 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.
- 4. Here is an example of a Manage Registrations, Resident Educator Program Registration Search:

sident Educator Program Dashb	oard Manage Re	gistrations N	lanage Educat	or Core Hom	ie 🕶				
									DEVEL
sident Educator Program Re	gistration Searc	n							
ind Registrations									
ducator First Name:	Educator M	iddle Name:	Educator La	st Name:		Educator	State ID:	Educator SSN-4	
						AA999999	9	XXXXX	
chool Year:		Program Yea	ir:			Registratio	on Status:		
2015/2016	~	Please Sele	ect		~	Please \$	Select		~
Vork Organization Name or IRN:				Fiscal Organi	zation Name	or IRN:			
Work organization IRN or Name			- ×	009513 - Dub	lin LPDC			,	×
elect one or more search criteria an	Find Registrations	Q trations'.	Rese	et <b>X</b>	Regis	ster Resident Edu	icator 🕂		
Resident Educator Program Reg	istrations								
show 5 V Registrations							Quick Search:	in Registrations	
Educator Educator S State ID Name Y	ear Program	Complete	e RESA Eligible	♦ RESA Taking ♦	RESA Passed	♦ Status	Action		
AA1111112 Harp, Carol M 201	5/2016 Year 1	Yes	Yes	No	No	Submitted	View Credentials	s 👁 🛛 View 👁	
	5/2016 Year 2	Not Entered	No	Yes	No	Submitted	View Credentials	s 👁 🛛 View 👁	
OH3000459 Teacher, Mary 201									

The "Complete" column shows the registration status.

- i. Yes –They successfully completed the Program Year. Yes They are taking RESA this program year.
- ii. Not Entered –Completion criteria has not been entered.
- iii. **No** The resident educator did not successfully complete the program year.

- The resident educator is not taking RESA this program year.

- 5. Click on the View ♥ button next to the Resident Educator that you want to mark as complete. In this example, you can see that Mary Teacher's completion criteria is shown as "Not Entered."
- 6. Scroll down to the completion criteria section and click on the Add Completion Criteria + button to add the Completion Criteria for that educator and program year. The Enter Completion Criteria screen will come up the same as previously discussed.
- 7. 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 on the Manage Registration menu and doing another search.

## **Entering completion of Focused Mentoring**

For those Resident Educators who took RESA prior to the 2017-18 school year and did not pass task(s) 2 and/or 4 and/or 5, Focused Mentoring is required for each task not yet passed. Completion of Focused Mentoring is submitted by the Program Coordinator at the same time that Completion Criteria is submitted. If the Resident Educator does not pass Focused Mentoring, then the Focused Mentoring requirement will be required in the following year and thereafter, if they have not passed the Focused Mentoring in a previous year. Below is a screen shot of how completion criteria will appear if Focused Mentoring is required.

Enter Completion Criteria	×
Resident Educators who did not pass certain components of the former RESA (Ta are required to participate in focused mentoring. Please indicate if this Resident E following focused mentoring:	sk 2, Task 4 and/or Task 5) ducator completed the
Met focused mentoring for Communication and Professional Growth (Task 4).	Yes No
Met focused mentoring for Formative and Summative Assessment (Task 2).	Yes No
Met focused mentoring for Reflection on Teaching Practice Based on Feedback (Task 5).	Yes No
Has Resident Educator met the following requirements for completion of Program	Year 5?
1. Completed all Year 5 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



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## **Reports**

To access the CORE RE Reports, click on CORE Home in the top ribbon of the Resident Educator Program –Coordinator's Dashboard page

Ohio.gov Department Welcome RE.Coordin	ator CORE4 Printer Frie Session Tim
Resident Educator Program Dashboard Manage Registrations Manage Educator User Manual(s) - Core Home -	
Resident Educator Program - Coordinator's Dashboard	D
Actions	
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 2016/2017 School Year! Make sure to submit completion criteria prior to 06/30/2017! Click "Find Registration" button below to locate a Resident Educator's registration to enter completion criteria.	
Find Registration Q	

ODE Reports for RE CORE are found below the Administration Tools ribbon on the ODE Connected Ohio Records for Educators page (CORE Home) as shown below.

**ODE Connected Ohio Records for Educators** 

PLEASE NOTE - To improve the speed and your Dashboard you may update your info	efficiency of the Ohio educator licensure rmation, complete applications, check the	system, the Ohio Department of Education processes only online licensure requests. Please log in to your SAFE account and select ODE.CORE. From status of your applications, pay licensure fees, and upload documents. Thank you for helping us improve the Ohio educator licensure system.
Administration Tools     Access available reports		
Educator Licensure	Educator Profile	
(Dashboard) New Dashboard to access My Educator Profile for Educators, eSigners, and the general public.	View educator information and credentials.	
Resident Educator		
Old RE Registration Search, add, edit, or delete RE Registration.	New RE Registration Search, add, edit, or delete RE Registration.	Planning Tool Provides school districts with a planning tool.

After you click on Reports, a listing of the reports available will appear as shown below.

<b>Dhio</b> .gov	Department of Education					
Reports	ODE Portal	CORE				
Reports			Connected Ohio Records for Educators			
Available Reports						
	Name	Description	Select			
Print Credential Report		Prints a copy of a selected credential. Intended for online use only.	•			
RE Plan Tool Report		Lists the Program Indicators, Status, and Evidence for a specific Organization's Plan Tool.	B*			
RESA Results		Lists all Resident Educator Candidates and their RESA Results for a specified school year and organization.	n. 📑 🕈			
Resident Educator Com	pletion Criteria Details Report	t Displays Resident Educator Completion Criteria Details for selected school year and organization	*			
Resident Educator Regi	stration Detail Report	Displays Resident Educator Registration Details for selected school year and organization	B*			
-	I John R. Kasich. Governor I Pacio DeMaria. Superintendent of Public Instruction   State Board   ODE Home   Phylacy I Contact ODE J Otio Home The Department of Education is an equal approximity employee and provider of 4DA services.					

These reports can be used to give you more detail about the registration, completion criteria, credential(s) and RESA results of your district/school's resident educators. The RE Planning and Evaluation Tool Report will give details regarding the program indicators, status and evidence for a specific organization's planning and self-assessment tool.

The Print Credential Report will give you a report on an individual educator's credential(s).

The <u>RE Planning and Evaluation Tool Report</u> will give you a report of your district/school's Resident Educator Planning and Evaluation Tool Report.

The <u>RESA Results Report</u> will give you a listing of the RESA Results for your district/school's RESA candidates for a specific year.

<u>The Resident Educator Completion Criteria Details Report</u> will give you a listing of all the Resident Educators who are registered in your district/school and the status of their completion criteria for a given year.

<u>The Resident Educator Registration Detail Report</u> will give you a listing of all the Resident Educators registered for your district/school for a specific year.

### Help and Support

Direct RE program questions to <u>REProgram@ode.state.oh.us</u>