

How Do I Align My Licenses?

Please complete the online application through your OHID account. You will need to select the action to **ALIGN** your currently expiring license(s) to a previously issued (active) standard teaching license. You will then need to select the license to which you are aligning in the application. Please note that the option to align is not available for all license types (e.g. supplemental, substitute, etc.)

Example: Your five-year professional principal license expires in June of this year. You also have an Intervention Specialist license that expires next June. When you are ready to renew your principal license, select the action **ALIGN** (*not Renew*) to begin the align application. You will then select your Intervention Specialist license as the license you are aligning your principal license to in this application. The system will automatically change the effective year of your principal license to match the effective year of your previously issued Intervention Specialist license. Now both licenses will expire next June, and the professional development (e.g., CEUs or coursework) you completed after the issue date of the Intervention Specialist license may be used to renew **both** your principal and Intervention Specialist license next year. Please note that you must meet the renewal requirements for a currently expiring professional license at the time you align (and renew) your licenses. Please see our [renewal webpage](#) for more information.