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HOW TO OBTAIN YOUR SUBSTITUTE LICENSE THROUGH THE OHIO DEPARTMENT OF EDUCATION (ODE)

The Ohio Department of Education (ODE) processes only online licensure requests at www.ode.state.oh.us

GETTING STARTED WITH THE ONLINE APPLICATION

- For general information about getting an Ohio substitute license, go to www.ode.state.oh.us, choose "Teachers" (in the menu), then choose "Educator Licenses" under "Topics". Choose the link to "Substitute Teacher Information" on this page. The Substitute Teaching webpage has very important information. If you are seeking a Temporary Non-Bachelor's Substitute License, there is a very helpful checklist available for download.
- To create an OH/ID account, go to www.ohid.ohio.gov   Link for assistance creating an account

APPLICATION INSTRUCTIONS

- At the ohid.ohio.gov webpage, click on "**log in**" to access your OH/ID account.
- Click "**Open App**" in the blue box labeled "**Educator Licensure and Records (CORE)**". This will bring you to your dashboard.
- Within the "**My Credentials**" section, click on the "**Apply for NEW Credentials**" button.
- Click on "**Substitutes**" and apply for license.
- *IMPORTANT: When each step of the application is completed, select "Save Application and Next."*
- To renew a current license, click the "**Take action on my EXISTING credential**" then "**Renew My Credential**". Note that "**Take action**" will allow you to make corrections to your credential.
- See the *CORE User Manual* on the ODE website for complete instructions

THREE STEPS FOR COMPLETING ALL APPLICATIONS

Step 1: Under the Professional Classification and Credential menus, select the appropriate choice and term (Substitute License one-year or five-year **OR** Temporary Substitute License – 1 Year, Non-Bachelors) for your application request (a one-year license is $25 and a five-year license is $125). If you are a veteran, ODE will waive their application fee if you submit a DD214 form. Depending upon your application, you may or may not need to select a field in which you are qualified to substitute.

Step 2: Select Organization –Designate the **Mid-Ohio Educational Service Center** for the Superintendent Signature. You may search for Mid-Ohio ESC in the name box, but it is easier and more accurate if you enter our Information Retrieval Number (IRN). **Mid-Ohio ESC's IRN # is 123521**. Note: Choosing any other district (such as your local school district) will delay the application process.

Click "**Find**" and Mid-Ohio ESC's name will automatically populate in the appropriate field. Click the "**hour glass**" next to the Mid-Ohio ESC name. When it turns blue, you will be directed to continue. Next, complete the answers to questions on this screen.

Step 3: Application Documents – If you are an applicant for a substitute license in Career-Tech Workforce Development submit a CTE-37 form. **Skip this step if it does not apply.**

On the final screen, your substitute license application will be highlighted. Click on "**Select and Pay**". Follow the prompts until you can submit your electronic check or credit card payment information. Then choose the "**Pay for Selected Applications**" button.

OTHER ITEMS TO NOTE:

- Select "**Effective: 07/01/2023**".
- If you have a current teaching license you do *not* need to apply for a sub license.
- Please note that ODE **REQUIRES** *official* transcripts. The quickest way is to have your university send an electronic copy directly to ODE.
- You can apply for your license online even if you have not had your transcripts mailed or your background checks completed. ODE will keep your application in a pending status until it receives the required documents.
- Current BCI and FBI (State & Federal) background check - An *electronic* copy **must** be sent to the Ohio Department of Education (ODE) before they will issue a substitute license. Mid-Ohio ESC will accept a BCI/FBI background check if it has been done within one year (365 days) of the date of the application.

  Note: **Fingerprinting at Mid-Ohio ESC is by appointment only** and can be part of your application appointment. You can schedule your appointment on our website at www.moesc.net > Finger Printing. Our hours for fingerprinting are Monday through Friday from 8:30 a.m. to 3:30 p.m. The cost for BCI/FBI is $70. If you only need to update your FBI, the cost is $40.

If you have any questions, please feel free to call 419-774-5520 or email sub@moesc.net.