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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 <https://education.ohio.gov>.

GETTING STARTED WITH THE ONLINE APPLICATION

- For general information about getting an Ohio substitute license, go to <https://education.ohio.gov>, choose “Teachers” (in the menu), then choose “Educator Licenses” under “Topics”. Choose “Apply for a New License” or “Renew a License”, as it pertains to you. If you need to create an OHID account, you can do that at either link listed above. If you already have an OHID account, choose “Substitute (Teaching) Licenses”. The Substitute Teaching webpage has very important information. If you are seeking a Temporary Non-Bachelors Substitute License, there is a very helpful checklist available for download.

APPLICATION INSTRUCTIONS

- At the ohid.ohio.gov webpage, click on “**log in**” to access your OHID account.
- After you have signed into OHID, click “**Open App**” in the blue box labeled “**Educator Licensure and Records (CORE)**”. This will bring you to your dashboard.
- Please note the “**My Credentials**” section. You can “**Apply for NEW Credentials**” for a new licensure or use the “**Action**” menu button to renew a current or expired licensure, or to make corrections to a current application. You can also verify that ODE has received your background check reports and the dates the reports were received by ODE in the “**My Background Checks**” section. Note that “**Take action**” will allow you to make corrections to your credential.
- **IMPORTANT: When each step of the application is completed, select “Save Application and Next.”**
- See the *CORE User Manual* on the ODE website for complete and detailed instructions.

THREE IMPORTANT CONSIDERATIONS FOR COMPLETING ALL APPLICATIONS

1: Under the Professional Classification and Credential menus, select the appropriate type of substitute license and term: General 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. **PLEASE NOTE:** Individuals with an Associate’s Degree or High School Diploma as the highest level of education must choose “Temporary Substitute License”.

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. Temporary substitute licenses are specific to the district which provides the Superintendent Signature.

3: Application Documents (Skip this step if it does not apply.)

If you are an applicant for a substitute license in Career-Tech Workforce Development submit a CTE-37 form.

If you are a veteran, ODE will waive their application fee if you submit a DD214 form. Depending upon your application and background experience, you may or may not need to select a field in which you are qualified to substitute.

OTHER ITEMS TO NOTE:

- Select “**Effective: 07/01/2024**” to substitute in the 2024-2025 school year.
- If you have a current teaching license you do *not* need to apply for a sub license.
- Please note that ODE **REQUIRES** *official* transcripts sent directly to ODE. 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 for up to 60 days 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 any type of license. Mid-Ohio ESC will accept a copy of BCI/FBI background check reports if it has been done within one year (365 days) of the date of the application. If completing new background checks, please have a paper copy sent directly to Mid-Ohio ESC, 890 W. Fourth Street, Mansfield, Ohio, 44906.
- Please check your email regularly. If your ODE application has been placed on hold, ODE will have emailed you with information about why it is on hold.

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 > Quicklinks > 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.

**CONFIDENTLY LEADING THROUGH
COLLABORATION, CUSTOMIZATION AND CREATIVITY**