Substitute License Application Checklist

This checklist is a resource for candidates to use when applying for an Ohio Substitute Teaching License. Additional information is available on the Ohio State Board of Education's [Substitute License webpage](#).

☐ STEP 1: MEET EDUCATION REQUIREMENTS FOR THE SUBSTITUTE LICENSE.

You must have a minimum of a bachelor's degree from an accredited college or university (official transcripts required). Please select the substitute licensure teaching field based on the postsecondary degree(s) you hold (General Substitute, Education Degree – Unlimited or a Subject Area). See the [Substitute License webpage](#) for available subject areas for substitute licensure.

☐ STEP 2: CONTACT A SCHOOL, DISTRICT OR EDUCATIONAL SERVICE CENTER.

DO NOT apply for this license (new or renewal) through the CORE online system until you have completed the following or your application will be declined. You must:

- Complete the employment process at the Ohio school, district or educational service center for which you are interested in serving as a substitute teacher; **and**
- Notify the employing organization and request the employer's IRN to use in the online application. The organization's e-signer must approve the license application. Record the IRN for use with the online application here:

☐ STEP 3: COMPLETE BACKGROUND CHECKS.

You must have current background checks on file with the Ohio State Board of Education. Please see the [Background Check FAQs webpage](#) for more information.

☐ STEP 4: PREPARE YOUR UNIVERSITY TRANSCRIPTS.

You must submit your official transcripts reflecting your degree program and conferred degree (minimum of a bachelor's degree required). You may scan and upload your original, official transcript per system directions to your OHID account or mail them to the Office of Educator Licensure and Effectiveness. Please see the [Substitute License webpage](#) for instructions regarding transcripts.

☐ STEP 5: COMPLETE AND SUBMIT THE ONLINE APPLICATION.

- Access your [OHID account](#) (you will need to [create an OHID account](#) if you do not already have one).
- Click Educator Licensure and Records (CORE).
- Complete and submit the online Substitute License (1-Year or 5-Year) application from your CORE Dashboard.
- See the [FAQs About the Online License System webpage](#) for additional information.

Ohio State Board of Education