Temporary
Non-Bachelor's Substitute License Application Checklist

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

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

You must meet your employing Ohio school or district's education requirements for this license. Please contact the school or district's superintendent or human resources director for requirements.

☐ **STEP 2: CONTACT A SCHOOL OR DISTRICT.**

DO NOT apply for this license 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 or district 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 State Board of Education. Please see the [Background Check FAQs webpage](#) for more information.

☐ **STEP 4: 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 *Temporary Substitute License – 1 Year (Non-Bachelors)* application from your CORE Dashboard.
- See the **FAQs About the Online CORE License System** for additional information.

Ohio **State Board of Education**