

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 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 [CORE Licensure System webpage](#) for additional information.

