

Ohio **INITIAL** Substitute Teaching License Application Checklist

Before You Begin

1. Create/Complete the Safe Parish Registration at this [link](#). (Directions for Registration)

2. Create or Log In to Your [OHID Account](#) (Use this link)

- Create or sign in at ohid.ohio.gov.
- Access the **Educator Licensure & Records (CORE)** system from your OHID dashboard.

3. Complete Fingerprints/Background Checks at Selection.com

- Ensure **current BCI & FBI background checks** are on file with the State Board of Education and Safe Parish. Your permit will not be issued until these are received.
(Note: If this is your first credential/license - your BCI and FBI fingerprints need to be completed within 365 days of your application.)

4. Once you have completed the steps above and are **APPROVED in Safe Parish**, move to the application steps.

If you have questions, please reach out to Amy Underhill at aunderhill@catholicaoc.org

AFTER COMPLETING THE ABOVE STEPS:

1. Access the **CORE System**

- Sign in at ohid.ohio.gov
- Open the **Educator Licensure & Records (CORE)** app from your OHID homepage.

2. Start a New Application

- Go to **My Credentials**.
- Select **Apply for NEW Credential**.

3. Select License Type

- Click **Substitutes** and choose:
 - Substitute License – 1 Year or
 - Substitute License – 5 Year or
 - Temporary 1-Year Non-Bachelor License (if no bachelor's degree)
- Select the correct **effective school year**.
- Click **Start Application Process**.
- Under **Requested Credential** - elect the teaching fields you are requesting to be a substitute.
(Note: All applicants without a degree in education should choose General Substitute (999370).)

4. Complete Application Questions

- Answer Residency questions
- Answer Military Service questions
- Answer Criminal History questions

5. Upload Required Documents

- Upload **official transcripts** if you have a bachelor's degree (Please see [this video](#) for complete directions).

6. Required Application Signatures

- Click the FIND button, in IRN Box enter **052514**.

- [] Select Cincinnati Archdiocese and close the box.

7. Submit Application

- [] Review all information.
- [] Click **Pay and Submit Application**.
- [] Pay via **credit card or e-check**

8. Final Step

- [] Wait for processing — the issued license will appear in your OHID/CORE account once approved.

Questions:

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