

Ohio **RENEWAL** Substitute Teaching License Application Checklist

Before You Begin

1. - [] **Confirm that you remain approved in Safe Parish. Make sure all bulletins are up to date.**

2. - [] **Determine your permit term:**

- **1-Year or 5-Year Substitute License** (requires bachelor's degree), or
- **Temporary 1-Year Non-Bachelor Substitute License** (no bachelor's degree).

3. **Complete Background Checks**

- [] Ensure **current BCI & FBI background checks** are on file with the State Board of Education of Ohio *and Safe Parish*. Your permit will not be issued until these are received.

AFTER COMPLETING THE ABOVE STEPS:

1. **Access the CORE System**

- [] Sign in at ohid.ohio.gov
- [] Open the **Educator Licensure & Records (CORE)** app from the OHID App Store.

2. **Start a New Application**

- [] Go to **My Credentials**.
- [] Select **Apply for NEW credential**.
- [] Select **Take action on my EXISTING credential to Renew**

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 and do not already have your transcripts loaded. (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:

Kevin Vance

Office of Licensure and Leadership

Catholic Schools Office

Archdiocese of Cincinnati

513-263-3451

kvance@catholicaoc.org