

## **SUBSTITUTE LICENSE FOR THE ARCHDIOCESE OF CINCINNATI**

All New and Renewal license applications must be completed online.

### **RENEWAL Substitute License Requirements:**

1. Transcripts are NOT needed to renew. BCI fingerprints are good indefinitely if you have been a resident of Ohio for the past 5 years, and no break in service. FBI fingerprints are good for 5 years. You can check your prints using your **OH/ID** account on the ODE website.

If you need to be fingerprinted - **Background Check/Fingerprinting Requirements** – all fingerprinting should be completed at Selection.com. The fingerprint results must be on file at ODE and the Archdiocese of Cincinnati.

2. Submit your license application to ODE online.

- a. Access or create your **OH/ID** account to get started on the online application process. Once you have an OH/ID account you will be able to access “Educator Licensure and Records CORE” from the OH/ID account menu. Select the “Educator Licensure and Records CORE” App and follow the prompts to apply for the renewal. Questions may be directed to ODE’s Office of Educator Licensure at (877) 644-6338 or [educator.licensure@education.ohio.gov](mailto:educator.licensure@education.ohio.gov).
- b. The organization IRN is **052514 - Cincinnati Archdiocese**
- c. Pay using your credit card.

3. Mail to the Teacher Certification Office, Archdiocese of Cincinnati, 100 E 8<sup>th</sup> St. Cincinnati OH 45202:

- a. **An updated Substitute Contact Information Form**
- b. **\$5 processing fee payable to Archdiocese of Cincinnati**

**NOTE: #3 above must be completed with each renewal before** the Archdiocese of Cincinnati will sign the online application for substitute teaching.

Questions:

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