

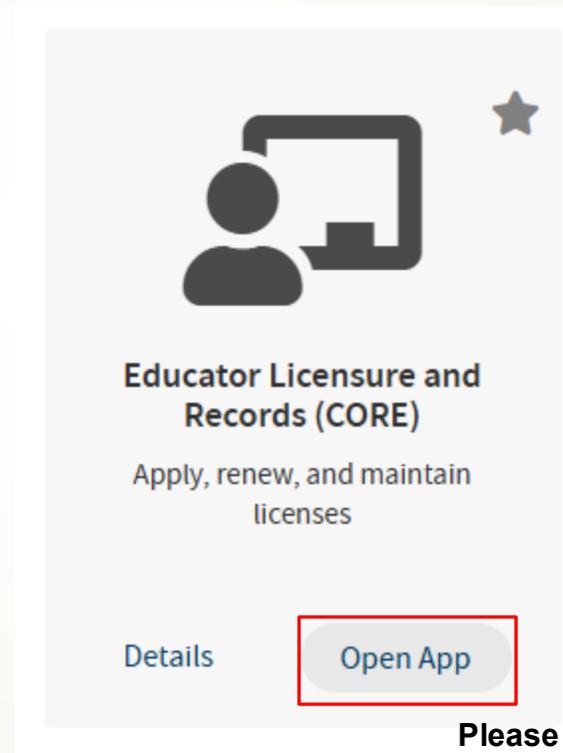


How to Apply for Substitute License

<https://ohid.ohio.gov/>

Once you have set up your OHID account and created your user profile, you may log in and access the CORE system.

Navigate to <https://ohid.ohio.gov/> and log in to your OHID account. Then click **Open App** in the Educator Licensure and Records (CORE) app to access your CORE Dashboard where you will complete your application requests.



Please note that if you have never been issued an Educator State I D number before, you must complete the process and obtain one before you can submit an online licensure application. See the Request an Educator State ID section of this manual before continuing.

CORE Dashboard

 My Credentials Apply for NEW Credential + View History i

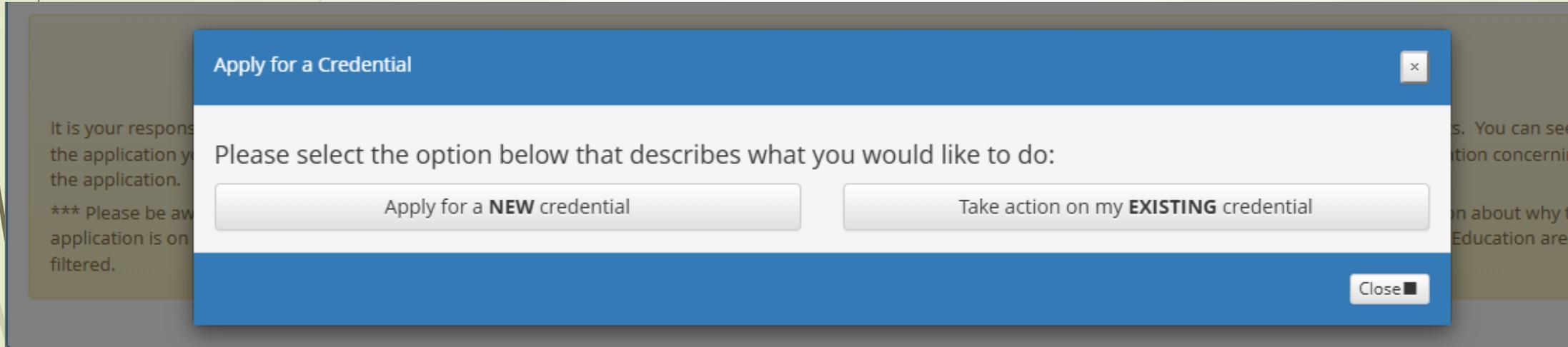
If you have never held an Ohio license or are applying to receive a new credential that you have not previously held, please click the *Apply for NEW Credential button*. If you are a license holder renewing or modifying a license that you currently hold or have held in the past, please find the credential in the list below and select the *Action* button.

Credential	Status	Effective Year	Expiration Date	Credential Number	Action
5 Year Professional Adolescence to Young Adult (7-12) License	Expired	2009	06/30/2014		Action
2 Year Provisional Adolescence to Young Adult (7-12) License	Expired	2007	06/30/2009		Action

Total credentials: 2



Click Apply for a **NEW** Credential



Apply for a Credential ×

Please select the option below that describes what you would like to do:

Apply for a **NEW** credential

Take action on my **EXISTING** credential

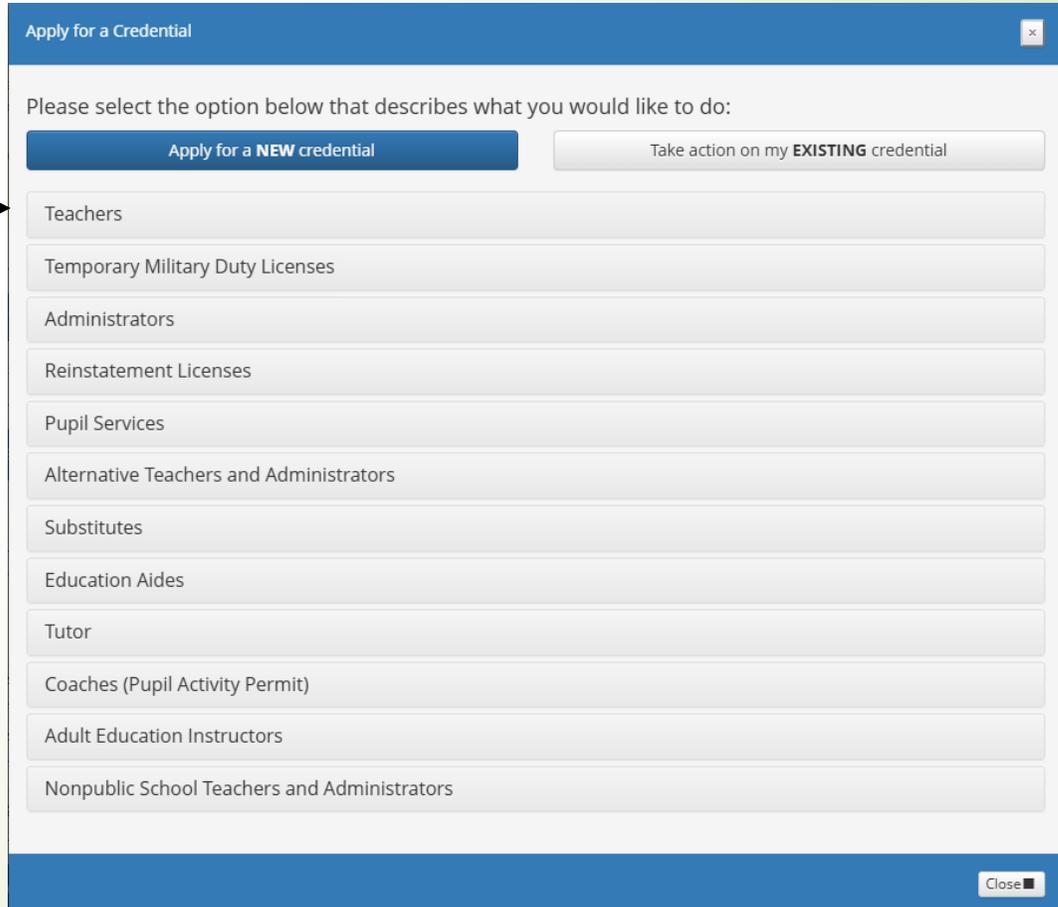
Close ■

It is your responsibility to ensure the application you submit is accurate and complete. *** Please be aware that applications that are not submitted in accordance with the application is on file will be filtered.

s. You can see information concerning the application. You can also see information about why the application was not approved. Education are



If you have a teaching license you will select Teachers to view a list of all licenses for which a teacher may apply. Select a license type to get a full description of that credential and helpful links to more information for out-of-state applicants, background checks and other requirements.



Apply for a Credential

Please select the option below that describes what you would like to do:

- Teachers
- Temporary Military Duty Licenses
- Administrators
- Reinstatement Licenses
- Pupil Services
- Alternative Teachers and Administrators
- Substitutes
- Education Aides
- Tutor
- Coaches (Pupil Activity Permit)
- Adult Education Instructors
- Nonpublic School Teachers and Administrators

Close

Please select the type of credential you would like and read the credential description below CAREFULLY before choosing which credential to apply for.

Apply for a Credential

Please select the option below that describes what you would like to do:

Apply for a **NEW** credential Take action on my **EXISTING** credential

Teachers

Please select the type of the credential you would like and read the credential description below CAREFULLY before choosing which credential to apply for, to ensure you are applying for the correct credential and that you understand the associated requirements. You may click on any underlined link below for more information. Then click on 'Apply' to begin the application process.

Resident Educator License - 2 Year

Professional Teaching License - 5 Year

Provisional Career Tech Workforce Development License - 2 Yr

Advanced Career Tech Workforce Development License - 5 Year

Temporary Military Science License - 1 Year

Associate License - 5 Year

Supplemental Teaching License - 1 Year

Visiting International Teacher License - 3 Year

Out-of-State Educator License - 1 Year

Provisional STEM (6-12) License - 2 Year

40 Hour STEM School Teaching Permit - 1 Year

12 Hour Teaching Permit - 1 Year

40 Hour Industry-Recognized CTWD Permit - 1 Year

Early College High School (7-12) License - 4 Year

Resident Educator License - 2 Year

This application is to be used when applying for a **NEW TEACHING** license based on completion of an approved licensure program.

Applicants who completed an approved licensure program in another state, please click [here](#) for additional information about supporting documents that are required for this application.

A new teaching license would be issued as a RESIDENT EDUCATOR license if the applicant: 1) is a new graduate, OR 2) holds another Ohio teaching license that is also a resident educator license or a provisional license.

Please click [here](#) for information regarding required BCI and FBI criminal background checks.

Apply

New Substitute teachers will select Substitutes. →

The screenshot shows a web application window titled "Apply for a Credential". At the top, there are two buttons: "Apply for a NEW credential" (highlighted in blue) and "Take action on my EXISTING credential". Below these buttons is a list of credential categories, each in a light gray button: Teachers, Temporary Military Duty Licenses, Administrators, Reinstatement Licenses, Pupil Services, Alternative Teachers and Administrators, Substitutes, Education Aides, Tutor, Coaches (Pupil Activity Permit), Adult Education Instructors, and Nonpublic School Teachers and Administrators. A "Close" button is located in the bottom right corner of the window.

Substitutes

Please select the type of the credential you would like and read the credential description below CAREFULLY before choosing which credential to apply for, to ensure you are applying for the correct credential and that you understand the associated requirements. You may click on any underlined link below for more information. Then click on 'Apply' to begin the application process.

[Substitute License – 1 and 5 Year](#)

[Career Tech Workforce Development Sub License – 1 and 5 Year](#)

[Temporary Substitute License – 1 Year \(Non-Bachelors\)](#)

Options listed under 'Substitutes'

- Substitute License – 1 and 5 year
- Career Tech Workforce Development Sub License -1 and 5 year
- Temporary Substitute license- 1 yr (Non-Bachelor)

Substitute License- 1 and 5 Year

Substitutes

Please select the type of the credential you would like and read the credential description below CAREFULLY before choosing which credential to apply for, to ensure you are applying for the correct credential and that you understand the associated requirements. You may click on any underlined link below for more information. Then click on 'Apply' to begin the application process.

Substitute License – 1 and 5 Year

[Career Tech Workforce Development Sub License – 1 and 5 Year](#)

[Temporary Substitute License – 1 Year \(Non-Bachelors\)](#)

Substitute License – 1 and 5 Year

This application is to be used when applying for a **NEW SUBSTITUTE TEACHING** license. Please [click](#) here for additional information about supporting documents that are required for this application.

This application requires the electronic signature of the superintendent or his/her designee of an employing Ohio school district.

Please [click](#) here for information regarding required BCI and FBI criminal background checks for initial licensure.

Apply

Career Tech Workforce Development Sub License- 1 and 5 Year

Substitutes

Please select the type of the credential you would like and read the credential description below CAREFULLY before choosing which credential to apply for, to ensure you are applying for the correct credential and that you understand the associated requirements. You may click on any underlined link below for more information. Then click on 'Apply' to begin the application process.

[Substitute License – 1 and 5 Year](#)

[Career Tech Workforce Development Sub License – 1 and 5 Year](#)

[Temporary Substitute License – 1 Year \(Non-Bachelors\)](#)

Career Tech Workforce Development Sub License – 1 and 5 Year

This application is to be used when applying for a **NEW CAREER TECH WORKFORCE DEVELOPMENT SUBSTITUTE TEACHING** license.

This application requires the electronic signature of the superintendent or his/her designee of an employing Ohio school district.

Please [click](#) here for information regarding required BCI and FBI criminal background checks for initial licensure.

[Apply](#)

Temporary Substitute License- 1 Year (Non-Bachelors)

Substitutes

Please select the type of the credential you would like and read the credential description below CAREFULLY before choosing which credential to apply for, to ensure you are applying for the correct credential and that you understand the associated requirements. You may click on any underlined link below for more information. Then click on 'Apply' to begin the application process.

[Substitute License – 1 and 5 Year](#)

[Career Tech Workforce Development Sub License
– 1 and 5 Year](#)

[Temporary Substitute License – 1 Year \(Non-
Bachelors\)](#)

Temporary Substitute License – 1 Year (Non-Bachelors)

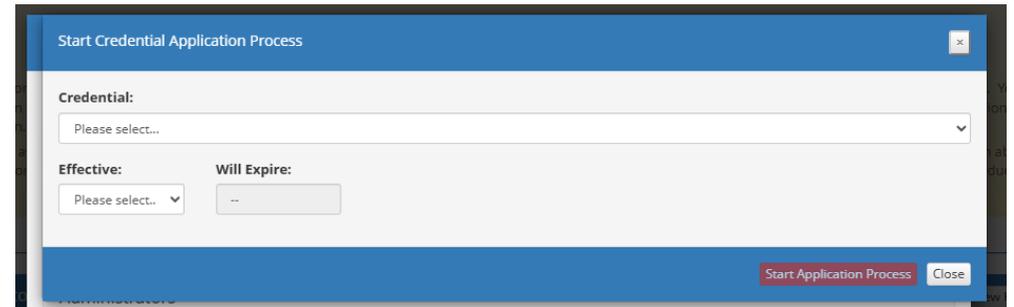
This application is to be used when applying for a **NEW TEMPORARY SUBSTITUTE TEACHING** license. This license can be issued upon meeting the employing district's set of education requirements.

This application requires the electronic signature of the superintendent or his/her designee of an employing Ohio school district.

Please click [here](#) for information regarding required BCI and FBI criminal background checks for initial licensure.

Apply

- Under 'Credential' select option that suits your preference.
- Choose the effective year for licensure and click '**Start Application Process**'



The screenshot shows a dialog box titled "Start Credential Application Process" with a close button (X) in the top right corner. The dialog contains the following fields:

- Credential:** A dropdown menu with the text "Please select..." and a downward arrow.
- Effective:** A dropdown menu with the text "Please select..." and a downward arrow.
- Will Expire:** A text input field containing "--".

At the bottom right of the dialog, there are two buttons: "Start Application Process" (highlighted in red) and "Close".

Verify information for requested credentials – ex. below is for a Non-Bachelor

Then answer questions for Ohio Resident, Military Service and Criminal History and Prior Licensure Discipline by selecting the boxes labeled Yes or No

Requested Credential(s)

1 Year Temporary Substitute Multi-Age PK-12 License

Credential: 1 Year Temporary Substitute Multi-Age PK-12 License

Action: New In State

Effective: 07/01/2024

Will Expire: 06/30/2025

Valid in Organization: Warren County ESC (050401)

Teaching Fields:

General Substitute [999370]

Endorsements:
There are no endorsements specified for this credential.

Ohio Resident

Have you lived continuously in Ohio for the past five years?

Military Service

Would you like to apply for a military fee waiver?
If you answer yes, you must provide documentation of your status as a current member or a veteran of the U.S. Armed Forces, the National Guard or Reserves, or the Ohio Military Reserve or Ohio Naval Militia (under the Ohio Adjutant General); or as a spouse of an active duty member.
Note: For more information, please click here.

Criminal History and Prior Licensure Discipline

Unsure of how to answer these questions, [click here](#).

Since you last applied, have you been convicted of any criminal offense (except misdemeanor traffic offenses)?

You **MUST** disclose:

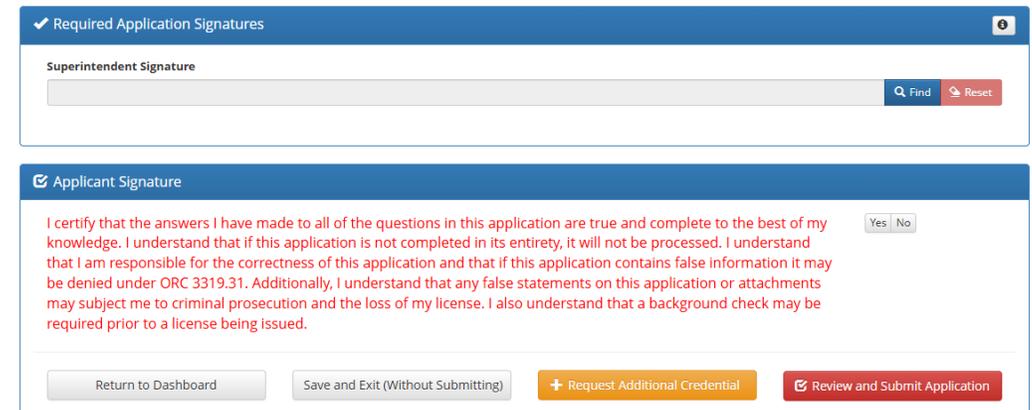
- all criminal convictions
- minor misdemeanors, misdemeanors, and felonies
- guilty pleas
- convictions based on a plea of no contest or a plea of nolo contendere, including an Alford plea
- tickets or fines (non-traffic)
- felony traffic offenses

Are you currently a defendant in a pending criminal court case (except misdemeanor traffic offenses)?

Since you last applied, have you participated in a criminal diversion program (except misdemeanor traffic offenses)?



Fill out rest of page and when ready select 'Review and Submit Application' located at bottom right hand corner



The screenshot shows a web interface for reviewing an application. It consists of two main sections:

- Required Application Signatures:** A blue header with a checkmark icon. Below it is a search bar labeled "Superintendent Signature" with a "Find" button and a "Reset" button.
- Applicant Signature:** A blue header with a checkmark icon. Below it is a text area containing a certification statement in red: "I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed. I understand that I am responsible for the correctness of this application and that if this application contains false information it may be denied under ORC 3319.31. Additionally, I understand that any false statements on this application or attachments may subject me to criminal prosecution and the loss of my license. I also understand that a background check may be required prior to a license being issued." To the right of this text is a "Yes | No" selection. Below the text area is a row of four buttons: "Return to Dashboard" (grey), "Save and Exit (Without Submitting)" (grey), "+ Request Additional Credential" (yellow), and "Review and Submit Application" (red).

Application Details Page

Applicant Details

Full Name: _____ State Id: _____ Birth Date: _____ Submitted Date: 05/29/2025

Application Details

1 Year Temporary Substitute Multi-Age PK-12 License - New In State

Requested Effective Date: 7/1/2024

Will Expire: 06/30/2025

Valid In Organization: Warren County ESC (050401)

Teaching Fields:

1 - General Substitute [999370]

Endorsements: There are no endorsements specified for this credential.

Military Service

Would you like to apply for a military fee waiver?

No

If you answer yes, you must provide documentation of your status as a current member or a veteran of the U.S. Armed Forces, the National Guard or Reserves, or the Ohio Military Reserve or Ohio Naval Militia (under the Ohio Adjutant General); or as a spouse of an active duty member.

Note: For more information, please click [here](#).

Criminal History and Prior Licensure Discipline

- any other disciplinary actions

Ohio Resident

Have you lived continuously in Ohio for the past five years?

Yes

Required Application Signatures

Superintendent Signature

050401 - Warren County ESC

Applicant Signature

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed. I understand that I am responsible for the correctness of this application and that if this application contains false information it may be denied under ORC 3319.31. Additionally, I understand that any false statements on this application or attachments may subject me to criminal prosecution and the loss of my license. I also understand that a background check may be required prior to a license being issued.

Yes

Print 

Pay and Submit Application \$

Cancel 

Note: This page is not your license.

ODE will issue your actual license once processed.

When verified select 'Pay and Submit Application'



Payment- You
can pay for
your
application via
Credit Card or
E-Check.

Payment

\$ Credential Applications Payment

You have started the following Credential Applications:

Initiated	Request(s)		
05/29/2025	1 Year Temporary Substitute Multi-Age PK-12 License / New In State	Include	Do Not Include Edit

☰ Total Amount Due

This amount reflects the total amount due based on your selection(s) and any positive or negative balances in your account. Please submit the amount shown.

Total Amount Due:
\$25.00

Please select the payment method from the dropdown.

Payment Method:
--SELECT--

Please note: Selecting credit card will result in an additional \$3.50 processing fee that is non-refundable.

[Continue](#) [Close](#)