

**DIRECTIONS TO APPLY FOR A NEW OR RENEWAL OF A
SUBSTITUTE TEACHER LICENSE, EDUCATIONAL AIDE PERMIT or
PUPIL ACTIVITY PERMIT (for Coaches)**

For new
application

1. Go to **http://education.ohio.gov** Click on **'log in'**. Create **OH / ID** account
2. Click on EDUCATOR LICENSURE & RECORDS (CORE)
3. Look for 'MY CREDENTIALS'
- 4. Click on 'APPLY FOR NEW CREDENTIAL'
5. Apply for NEW Credential
6. Click on 'SUBSTITUTES' for teachers
 - a. FOR SUBSTITUTE TEACHER: Select/click 'SUBSTITUTE'
 - b. Substitute license – 1 and 5 year
 - c. Click on 'APPY'
 - d. Select 'Credential' and 'Effective Year'
 - e. 1 or 5 year Substitute Multi-Age PK 12 license
 - f. Start application process
 - i. Upload documents
 - ii. (for Substitute Teachers – you can either upload hard copies of your transcripts or Centerville will mail your transcripts to ODE for you)
 - iii. (if you have electronic transcripts, they will have to be sent directly to ODE at educator.licensure@education.ohio.gov.
 - iv. Select what type of document you are submitting - UPLOAD
7. Click on 'EDUCATION AIDES' for aides
 - a. FOR SUBSTITUTE AIDE: Select/click 'EDUCATION AIDE' 1 or 4 year
 - b. Click on 'APPY'
 - c. Select 'Credential' and 'Effective Year'
 - d. Valid in Organization – select FIND and enter IRN 043737
 - e. Click on FIND ORGANIZATION – Select CENTERVILLE CITY SCHOOLS
 - f. Start application process
 - i. (for Substitute Aides – if you are requesting the designation of 'ESEA Qualified', you have to upload transcripts)
 - ii. Select what type of document you are submitting - UPLOAD
8. Click on 'COACHES (Pupil Activity Permit)
 - a. Select 3, 4 or 5 year
 - b. Click on 'APPY'
 - c. Select 'Credential' and 'Effective Year'
 - d. Start application process
9. Continue to #10

→ **For renewal application** → **For Renewal** – The Ohio Department of Education is no longer renewing either a Long or Short Term substitute license. You will have to apply for a NEW 1 or 5 Yr. Multi-Age PK-12 license, General Substitute.

10. Answer question 'Ohio Resident'
11. Answer question 'Military Service'
12. Answer question 'Criminal History and Prior Licensure Discipline'
Your FBI fingerprints will have to be updated every 5 years (\$26)
13. Required Application Signatures – Superintendent Signature
14. Click on magnifying glass - enter IRN # 043737 and 'find organization'. Click on red box 'Select'
15. Click on 'APPLICANT SIGNATURE'
16. Click on 'PAY AND SUBMIT'
17. Total Amount Due
18. Choose payment method – e-check or credit card then 'NEXT'
19. Enter required information
20. Confirm payment information
21. Pay required amount per license/permit
22. **Beginning January 3, 2017, ODE will only HOLD an application for 60 days. Each applicant who fails to submit required documents within 60 days will receive a message stating ODE is automatically declining the application. ODE will charge a nonrefundable \$25 processing fee to applicant for each application it declines.**