Temporary Non-Bachelor's Substitute License Application Checklist

This checklist is a resource for candidates to use when applying for an **Ohio 1 Year Temporary (Non-Bachelor's) Substitute Teaching License.** *This nonrenewable license is available for the 2022-2023 and 2023-2024 school years only. Additional information is available on the Ohio Department of Education's Substitute License webpage.*

☐ Step 1

MEET EDUCATION REQUIREMENTS FOR THE TEMPORARY SUBSTITUTE LICENSE.

You must meet your employing Ohio school or district's education requirements for this license. Please contact the school or district's superintendent or human resources director for requirements.

☐ Step 2

CONTACT A SCHOOL OR DISTRICT.

DO NOT apply for this license through the Department's online system until you have completed the following or your application will be declined. You must:

- Complete the employment process at the Ohio school or district for which you are interested in serving as a substitute teacher; **and**
- Notify the employing organization and request the employer's IRN to use in the online application. The organization's e-signer must approve the license application. Record the IRN for use with the online application here: 043737

☐ Step 3

COMPLETE BACKGROUND CHECKS.

You must have current background checks on file with the Department. Please see the Background Check FAQs webpage for more information.

☐ Step 4

COMPLETE AND SUBMIT YOUR ONLINE APPLICATION.

- Access your OH|ID account (you will need to create an OH|ID account if you do not already have one).
- Click Educator Licensure and Records (CORE).
- Complete and submit the online Temporary Substitute License – 1 Year (Non-Bachelor's) application from your CORE Dashboard.
- See the CORE User Manual for complete instructions.

