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HOW TO OBTAIN YOUR SUBSTITUTE LICENSE THROUGH THE OHIO STATE BOARD OF EDUCATION

The Ohio State Board of Education (SBOE) processes only online licensure requests at
<https://sboe.ohio.gov/educator-licensure>.

APPLICATION INSTRUCTIONS

- For detailed information about getting an Ohio substitute license, go to <https://sboe.ohio.gov/educator-licensure/information-and-resources/core-licensure-system>.
- All applicants must have an OHID account with the state of Ohio. Do **not** attempt to create a new OHID if you already have one used with a different state licensing board. Please note that OHID works best with the Chrome browser, with pop-ups enabled.
- At the ohid.ohio.gov webpage, create an account, or click on “log in” to access your OHID account.
- After you have signed into OHID, search for “**Educator Licensure and Records (CORE)**” in the App Store. Click “Open App” or “Request Access” in the blue box labeled “**Educator Licensure and Records (CORE)**”. This will bring you to your dashboard.
- Please note the “**My Credentials**” section. You can “**Apply for NEW Credentials**” for a new licensure or use the “**Action**” menu button to renew or view a current or expired licensure, or to make corrections to a current application. **You must “renew” licensures that you currently hold, or have held in previous year.** You can also verify that the Ohio Department of Education and Workforce (ODE&W) has received your background check reports, and the dates the reports were received by ODE&W in the “**My Background Checks**” section. Note that “**Take action**” will allow you to make corrections to your credential.
- **IMPORTANT: When each step of the application is completed, select “Save Application and Next.”**
- See the [CORE User Manual](#) on the ODE&W website for complete and detailed instructions.

IMPORTANT CONSIDERATIONS FOR COMPLETING ALL APPLICATIONS

1: Under the Professional Classification and Credential menus, select the appropriate type of substitute license and term: Substitute License (one-year or five-year) **OR** Temporary Substitute License – 1 Year, Non-Bachelors) for your application request. A one-year license is \$25 and a five-year license is \$125. **Apply for the current school year, “Effective 7/1/2026”.** **PLEASE NOTE:** Individuals with an Associate’s Degree or High School Diploma as the highest level of education must choose “Temporary Substitute License”.

2: Select Organization – Designate the **Mid-Ohio Educational Service Center** for the Organization IRN (applies to temporary licensure only) and the Superintendent Signature. Use the “Find” button on the right to search using our Information Retrieval Number (IRN). **Mid-Ohio ESC’s IRN # is 123521.**

NOTE: Choosing any other district (such as your local school district) will delay the application process. Temporary substitute licenses are valid only in the district which provides the Superintendent Signature.

3: Requested Credentials Section (does not apply for temporary substitute licensures) – All substitute applicants with an education degree from an accredited university should choose **“Education Degree – Unlimited”** and any other checkbox for which they have credentials. Those without an education degree should choose **“General Substitute”** and any credential for which they have written evidence on a transcript showing expertise in the area (e.g. someone with a degree in accounting might choose integrated mathematics, or in nursing might choose integrated mathematics).

4: Application Documents (Skip this step if it does not apply.) - If you are an applicant for a substitute license in Career-Tech Workforce Development submit a CTE-37 form. Please contact the Career-Tech School for which you wish to substitute prior to submitting an application for substitute licensure.

If you are a veteran, ODE will waive your application fee if you submit a DD214 form. Depending upon your application and background experience, you may or may not need to select a field in which you are qualified to substitute.

OTHER ITEMS TO NOTE:

- If you have a current teaching license you do **not** need to apply for a sub license.
- **Individuals who already have a 1- or 3-Year Pre-Service Teacher Permit do NOT need additional licensure from ODE but will have to provide an official transcript to Mid-Ohio ESC (sent directly from the university) and background check reports which were used to obtain the Pre-Service permit.**
- Please note that ODE **REQUIRES official** transcripts. Transcripts in .pdf format may be uploaded to the “Documents” section of your CORE or the substitute application. Transcripts may also be sent to ODE via email or USPS directly from the university.
- You can apply for your license online even if you have not yet had your transcripts sent or your background checks completed. ODE will keep your application in a pending status for up to 60 days until it receives the required documents.
- Current BCI and FBI (State & Federal) background check reports - An **electronic** copy **must** be sent as a “direct send” to the Ohio Department of Education (ODE) from the Ohio Attorney General’s office before they will issue any type of license. Mid-Ohio ESC will accept a copy of BCI/FBI background check reports if fingerprinting has been done within one year (365 days) of the date of the application. If completing new background checks, please have a paper copy sent directly to Mid-Ohio ESC, Attn: Substitute, 890 W. Fourth Street, Mansfield, Ohio, 44906.
- Please check your email regularly. If your ODE application has been placed on hold, ODE will have emailed you with information about why it is on hold.

If you have any questions, please feel free to call 419-774-5520 or email sub@moesc.net. Appointments are required for office visits and can be scheduled at <https://calendly.com/bores-candy/appointment?>.

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