

Applying for a new Substitute License

ODE (Ohio Department of Education) is now requiring that all license applications/renewals be done via their website.

The steps to apply for a long-term/short-term substitute license are listed below:

- Go to Ohio Department of Education's webpage: www.education.ohio.gov/
- Hover over *How do I?* in the red ribbon and click on *Apply for my new teaching license?*
- You will need to click *Sign into your SAFE account* and enter your username and password or *create a SAFE account* if you do not already have one. Then follow the steps of creating your user account.
- Once logged into your SAFE account, click on *ODE CORE*.
- Select the *UPDATE* button to enter or correct your contact information including email address on the My Information page.
- Use the drop-down menu at top right to return to the CORE dashboard.
- Select *APPLY* to enter My Applications. (if you are renewing a previously held license please click on *RENEW* instead and renew your previous license.)
- Click on *Teachers* select *Substitute Teaching License- 1 and 5 Year* then click apply.
- Select if you are getting a long-term or short-term. You can only apply for long-term if your degree is in education. If selecting long-term you will also need to choose which credential you are certified in.
- Superintendent Signature Box (on the second application page)– click the gray button with a little magnifying glass on it. That should bring up a new box where you can enter “Northwest Ohio Educational Service Center” into the name field. Disregard the IRN field. Click *Find* then click on our name and it should pre-fill in the superintendent signature box.
- You will need to answer questions just like on the paper application (example have you lived in Ohio for the last five years, legal questions – if for any reason you answered “Yes” to one of the legal questions you will need to explain by using the drop down box to fill in correct response)
- On the third page, Application Documents, you may upload your transcripts. ODE needs the official transcripts showing you were awarded a bachelor's degree.
- After saving your application it will take you to the My Applications page. Select the application you just completed by clicking the checkbox by the green \$. Then click the *Pay \$25* (or whatever the amount) *for the selected application* button.
- Click on the large gray payment box that says *Click here to Pay*. You can pay by either credit card or e-check.
- An email will then be sent to the proper person from the NwOESC who can electronically sign. Once they sign, ODE will process your license.
- Once your license is issued, you can log into your SAFE account to print if off. The NwOESC is also emailed a copy of your license that we print out and place in your employee file.

Please contact the Ohio Department of Education with any questions about the application or the website at 877-644-6338.

For any specific questions about the Northwest Ohio Educational Service Center contact Kristan Hughes at 567-444-4806.