

How to Apply for your Substitute Teaching License

1. Login to your OH ID Account at <https://ohid.ohio.gov/wps/portal/ohid/business/login> or create new OH ID Account.
2. Add “App” Department of Education
3. Select Educator Licensure and Records (CORE)
4. Select "Apply for NEW Credential" in the My Credentials box
5. Select Apply for a NEW Credential
6. Select Substitutes >Substitute License–1 and 5 Year > Apply
****If you DO NOT have a Bachelor’s Degree be sure to select: Temporary Substitute License- 1 Year (Non Bachelors)****
7. Credential - Select 1-Year or 5-Year
8. Select Start Application Process
9. Select Teaching Fields:
 - If your teaching field is present, select the appropriate field (**Must have a Bachelor’s degree in the field selected, evidenced by your transcripts**)
 - If your Bachelor’s degree is in education and your field is not present, select “Education Degree – Unlimited (999371)” (**Must have a Bachelor’s degree in education, evidenced by your transcripts**)
 - All others select, “General Substitute (999370)”
10. Answer Ohio, Military Service, and Criminal History Questions
11. Upload your Official College Transcripts
12. Superintendent Signature click Find and in the IRN enter 124297 and then select.
13. Certify that everything is correct
14. Pay and Submit

**If you have a Bachelor’s degree in Career Technical Program you are eligible to apply for a Career Tech Workforce Development Sub License.