

Renew Substitute License and/or Educational Aide Permit

NOTE: If you hold the **Temporary Substitute License- 1 Year (Non-Bachelors)** you CANNOT renew.
You will need to apply for a new license.

- 1) Go to: <https://ohid.ohio.gov/> and login to your OHID account.
- 2) Open the **Educator Licensure and Records (CORE) app**.
- 3) From the CORE Dashboard under **My Credentials**, select the **Action** button next to your previously issued credential and select **Renew**
- 4) Make the appropriate selections in the pop-up box: **Credential-** License or permit you are applying for; **Effective-** 7/1/2024 < **Start Application Process**
- 5) **Requested Credentials** screen: Answer basic questions required for all applications.
- 6) *If you have new transcripts or other documents that need to be uploaded, you can do so under the **Documents** section of the application. Click **Upload Documents** to begin the process of uploading your documents.
- 7) **Required Application Signature:** Click Find under signatures and in the IRN box, type 124297 then find and select the Northwest Ohio Educational Service Center
- 8) Click **Yes** in the **Applicant Signature** section.
- 9) Click **Pay and Submit Application**

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