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HOW TO OBTAIN YOUR SUBSTITUTE LICENSE THROUGH THE OHIO DEPARTMENT OF EDUCATION (ODE)

The Ohio Department of Education (ODE) processes only online licensure requests at
www.ode.state.oh.us

GETTING STARTED WITH THE ONLINE APPLICATION

FIRST-TIME Ohio Substitute Teacher Licenses

- Go to www.ode.state.oh.us and click on SAFE to sign up for a SAFE account
- Access the SAFE account once it is set up and confirmed. (You will receive an email with a link to click on)
- Click on ODE.CORE then My Educator Profile
- Complete and verify the contact information on the My Information tab if needed
- From the My Educator Profile drop-down menu at top left, select My Applications
- Click on New Credential Application
- Open the + symbol next to Licenses
- Select Substitute License – short-term or long-term
- See “Three Steps for Completing All Applications” below

RENEWING Your Ohio Substitute Licenses

- Go to www.ode.state.oh.us
- Access your SAFE account
- Click on ODE CORE
- Click on My Educator Profile
- Select My Credentials
- Select your Substitute License
- At the drop-down menu marked Take Action, select Renew License
- See “Three Steps for Completing All Applications” below

THREE STEPS FOR COMPLETING ALL APPLICATIONS

When each step of the application is completed, select “Save Application and Next.”

Step 1: Under the Professional Classification and Credential menus, select the appropriate choices. Select the desired term (one year or five year) for your application request (one year license is \$25 and a five year license is \$125). If you are a veteran ODE will waive their application fee if you submit a DD214 form. Depending upon your application, you may or may not need to select a field in which you are qualified to substitute

Step 2: Select Organization –Designate the Mid-Ohio Educational Service Center for the Superintendent Signature. You may search for Mid-Ohio ESC in the name box, but it is easier and more accurate if you enter our Information Retrieval Number (IRN). **Mid-Ohio ESC's IRN # is 123521**. Click “Find” and Mid-Ohio ESC’s name will automatically populate in the appropriate field. Click the “hour glass” next to the Mid-Ohio ESC name. When it turns blue you will be directed to continue. Next, complete the answers to questions on this screen.

Step 3: Application Documents – If you are an applicant for a substitute license in Career-Tech Workforce Development submit a CTE-37 form. **Skip this step if it does not apply.**

On the final screen, your substitute license application will be highlighted. Click on Select and Pay. Follow the prompts until you can submit your electronic check or credit card payment information. Then choose the *Pay for Selected Applications* button.

Other items to note:

- **Make the effective year 2018**
- If you have a current teaching license you do *not* need to apply for a sub license.
- Please note that ODE *requires* official transcripts. The quickest way is to have your university send an electronic copy directly to ODE. Mid-Ohio ESC also requires an official copy if you have never held a license in the past. You can have two copies sent to you from your college or university for ODE and Mid-Ohio ESC, or have an official copy sent to Mid-Ohio ESC and we will forward to ODE. Please let us know if your intent is for us to forward your transcript(s) on to ODE. Otherwise, we will assume they have already been sent to ODE.
- You can apply for your license online even if you haven’t had your transcripts mailed or your background checks completed. ODE will keep your application in a pending status until it receives the required documents.
- Current BCI and FBI (State & Federal) background check - An electronic copy must be sent to the Ohio Department of Education (ODE) before they will issue a substitute license. Mid-Ohio ESC will accept a BCI/FBI background check if it has been done within one year of application.
Note: Fingerprinting can be done at Mid-Ohio ESC. Our hours for fingerprinting are Monday through Friday from 8:15 a.m. to 3:45 p.m. The cost for both BCI/FBI is \$65. If you only need to update your FBI the cost is \$40.

If you have any questions please feel free to call 419-774-5520 or email: grove.kathleen@moesc.net.

**CONFIDENTLY LEADING THROUGH
COLLABORATION, CUSTOMIZATION AND CREATIVITY**