

**DIRECTIONS TO APPLY FOR A NEW OR RENEWAL OF A
SUBSTITUTE TEACHER LICENSE, EDUCATIONAL AIDE PERMIT or
PUPIL ACTIVITY PERMIT (for Coaches)**

For new
application
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1. Go to **<http://education.ohio.gov>** Click on **'log in'**. Create **OH / ID** account
2. Click on ODE.CORE
3. Look for 'MY CREDENTIALS'
4. Click on 'APPLY FOR NEW CREDENTIAL'
5. Answer question 'if you want to become (new)'... or 'I am already an Educator...'
6. Click on 'SUBSTITUTES' for teachers
 - a. FOR SUBSTITUTE TEACHER: Select/click 'SUBSTITUTE LICENSE – LONG TERM and SHORT TERM'
 - b. Click on 'APPY'
 - c. Select 'Credential' and 'Effective Year'
 - d. Start application process
7. Click on 'EDUCATION AIDES' for aides
 - a. FOR SUBSTITUTE AIDE: Select/click 'EDUCATIONAL AIDE'
 - b. Click on 'APPY'
 - c. Select 'Credential' and 'Effective Year'
 - d. Start application process
8. Click on 'COACHES' for coaching
 - a. Select 3, 4 or 5 year
 - b. Click on 'APPY'
 - c. Select 'Credential' and 'Effective Year'
 - d. Start application process

For renewal
application
→

9. Continue to #11
10. **For Renewal** – go to 'MY CREDENTIALS'
Select Action to 'RENEW'
Select 'EFFECTIVE YEAR'
Start Application Process
11. Answer question 'Ohio Resident'
12. Answer question 'Military Service'
13. Answer question 'Criminal History and Prior Licensure Discipline'
Your FBI fingerprints will have to be updated every 5 years (\$26)
14. Upload documents (if applicable)
**(for Substitute Teachers – you can either upload transcripts or Centerville will mail your transcripts to ODE for you)*
**(for Substitute Aides – if you are requesting the designation of 'ESEA Qualified', you also have to upload transcripts)*
Select what type of document you are submitting - UPLOAD
15. Required Application Signatures – Superintendent Signature
16. Click on magnifying glass - enter IRN # 043737 and 'find organization'. Click on red box 'Select'
17. Click on 'APPLICANT SIGNATURE'
18. Click on 'PAY AND SUBMIT'
19. Total Amount Due
20. Choose payment method – e-check or credit card then 'NEXT'
21. Enter required information
22. Confirm payment information
23. 'PAY \$25 FOR SELECTED APPLICATIONS' for 1 year long or short term sub license (\$125 for 5 year)
24. For SUBSTITUTE AIDE 'PAY \$25 FOR SELECTED APPLICATIONS' (or \$100 for 4 year if eligible)
25. **Beginning January 3, 2017, ODE will only HOLD an application for 60 days. Each applicant who fails to submit required documents within 60 days will receive a message stating ODE is automatically declining the application. ODE will charge a nonrefundable \$25 processing fee to applicant for each application it declines.**