

## **Substitute Teaching License Application Instructions - \$25.00 fee for this License**

You will be applying for your Temporary Substitute License through the ODE website [education.ohio.gov](http://education.ohio.gov) - Once there, you will use your OH|ID account to access the CORE license portal.

- **If you already have an existing OH|ID account...**
  - [Log in using your existing OH|ID username and password](#). If you have an existing Department of Education (formerly SAFE) profile, you will be able to link that to your OH|ID account during the Department of Education profile setup process.
- **If you do not have an existing OH|ID account...**
  - You will need to [create one](#) in order to access your applications. If you have an existing Department of Education (formerly SAFE) profile, you will be able to link your profile to your new OH|ID account once your account is established. If you do not have a Department of Education profile, you will be prompted to create one.
- **If you do not have an OH|ID profile or a Department of Education profile...**
  - You will need to [create BOTH profiles](#) in order to access your applications.

### **HOW TO CREATE A NEW OH|ID ACCOUNT AND DEPARTMENT OF EDUCATION PROFILE**

In order to access your Department of Education profile, use [these step-by-step instructions](#) to create an OH|ID Account and Department of Education Profile

### **Application instructions:**

- Access your [OH|ID account](#).
- Click Educator Licensure and Records (CORE).
- Complete the online application from your CORE Dashboard.
- See the [CORE User Manual](#) for complete instructions on how to Submit a New Application - this is found on page 23 of the manual.

If you run into trouble, we can assist you with this process when you come into the office for your fingerprints.

Please don't forget to fill out the Non-certified application along with the other employment paperwork on the Employment page of our website.