

## New Substitute License Application



If you do not have an active Teaching License you will need to apply for a Substitute Teaching License online through the Ohio Department of Education (ODE). All applications required by ODE are now being processed online using your OH|ID ACCOUNT. If you do not currently have a OH|ID ACCOUNT you will need to sign up for one through ODE. When completing your online application, you will need to indicate the Southern Ohio ESC or IRN 046375 as your e-signer representative. For ALL NEW Substitute License applications, you are required to include official transcripts from a college reflecting your BA or BS. Transcripts may be mailed or uploaded and sent electronically to ODE with your application (if/when the capability is available.) Once you have completed your application and submitted your transcripts either electronically or by mail, ODE will email to let you know your license is available to print. The SOESC office will process your application AFTER all documentation and/or required paperwork has been received at our office (Refer to the checklist for complete required paperwork). Next, the SOESC will sign off on the application which will then get final approval through ODE. If you need help or have additional questions regarding this process, please feel free to contact Jennifer Ludwick 937-393-1331 ext. 3901.

### **A substitute license consists of two term options:**

1. Short-term license only valid for 60 consecutive days in the same assignment.
2. Long-term license will allow you to be considered for long-term employment. A Long-term license is valid for more than 60 days in the same assignment and will also allow you to sub short-term. For a long-term license you must show at least 20 semester hours in one of the subject areas listed on the substitute license application.

### **Payment/Cost**

You have two options on how to pay for your application. When submitting online, you can pay with a credit card. Instead of using a credit card you can mail a check to ODE and save your application. ODE will post the payment to your account once the check is received. You can then go back into your OH|ID ACCOUNT and complete the payment process to submit your application.

### **When applying for a sub license you have 2 options:**

1. One-year License is valid July 1, 2019 until June 30, 2020. Cost \$25.00
2. Five-year license is valid July 1, 2019 until June 30, 2024. Cost \$125.00 IT IS ENCOURAGED to apply for a five-year license. Although no money is saved, you avoid the inconvenience of applying for a license every year!