

# Substitute Teaching License Application

This application has 2 pages to be completed. **Please print using black or blue ink only.**



Use this application for:  
**Substitute Teaching License**  
  
New and Renewal

**PERSONAL INFORMATION**

Educator ID or SSN \_\_\_\_\_ Birthdate \_\_\_\_\_

Gender \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Other names which may appear on official documents (ex: maiden) \_\_\_\_\_

Amount enclosed: \$ \_\_\_\_\_

**FINGERPRINTS** - BCI and FBI checks are valid for 365 days from the date the check was completed

**ALL applicants are required to submit an Ohio BCI civilian background check AND an FBI background check from the Federal Bureau of Investigation.** The Ohio Department of Education **is not able to** accept paper reports. All background check reports must be submitted to this office via *electronic* submission directly from the Ohio Bureau of Criminal Investigation. When you have your fingerprints taken at a WebCheck facility please ask the person taking the prints to check the box under 'Reason Fingerprinted' to send the results to Teacher Cert per example below:

Reason Fingerprinted  
 Send to Teacher Cert

Please **do not** use the Department of Education address in the 'mail to' section because the department is not able to utilize paper reports.

For more information on how to complete this electronic process, please visit: [http://www.webcheck.ag.state.oh.us/national\\_webcheck.htm](http://www.webcheck.ag.state.oh.us/national_webcheck.htm).

If the WebCheck you use does not have FBI capability you must complete an FBI fingerprint card containing traditional "rolled" fingerprints. The Office of Educator Licensure will provide the card and instructions for you upon your request at 614/466-3593.

**LEGAL QUESTIONS** Each Question MUST be answered by placing an X in the appropriate box

If you answer **YES** to any question, attach explanation to this application.  
Please include the **year of conviction**, the **nature of the offense**, and the **court where the matter was heard**

YES	NO	HAVE YOU EVER . . . .
		Been convicted of, found guilty of, pled guilty to, or pled no contest to any misdemeanor other than a traffic offense?
		Been convicted of, found guilty of, pled guilty to, or pled no contest to any felony?
		Had a criminal conviction sealed or expunged?
		Had ANY professional certificate, license, or permit, or an application for same, revoked, suspended, limited, or denied?
		Surrendered ANY certificate, license, or permit?

*I certify under penalty of loss of my right to teach or work in the schools of Ohio that the answers to these five questions are true and correct in every respect.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CREDENTIAL INFORMATION** - Indicate license request

**SHORT-TERM SUBSTITUTE**

There are no type or teaching field(s) used for short-term licenses.

\_\_\_ NEW or \_\_\_ RENEWAL

\_\_\_ 1-Year \$ 25.00 or \_\_\_ 5-Year \$ 125.00

(Note: \$25.00 of the processing fee is non-refundable if eligibility requirements for the license are not met.)

**LONG-TERM SUBSTITUTE**

(See definitions and coursework requirements in the General Instructions)

Indicate license type requested (see code sheet on back)

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Indicate teaching field(s) requested (see code sheet on back)

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\_\_\_ NEW or \_\_\_ RENEWAL

\_\_\_ 1-Year \$ 25.00 or \_\_\_ 5-Year \$ 125.00

(Note: \$25.00 of the processing fee is non-refundable if eligibility requirements for the license are not met.)

**Correction (please specify correction requested)** \_\_\_\_\_

\$ 20.00

**Duplicate copy**

\$ 20.00

**DEGREE INFORMATION**

Highest educational level completed (check only one)

\_\_\_ High School \_\_\_ Associate \_\_\_ Bachelor \_\_\_ Master \_\_\_ Doctorate

College/University \_\_\_\_\_ State \_\_\_\_\_ Date of Completion \_\_\_\_\_

**EFFECTIVE YEAR**

The effective year for an Ohio license begins July 1, regardless of the date of issuance.

License to begin on July 1, \_\_\_\_\_

**SUPERINTENDENT SIGNATURE and MAIL TO ORGANIZATION**

*I hereby request a license for the individual named on this application.*

\_\_\_\_\_  
Signature of Ohio School District Superintendent School District Date

District Name \_\_\_\_\_ District address \_\_\_\_\_

License will be mailed to: Ohio school district IRN# 

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**APPLICANT SIGNATURE**

*I certify under penalty of loss of my right to teach or work in the schools of Ohio that the information provided on this page of the application is true and correct in every respect.*

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Print Name

## GENERAL INSTRUCTIONS

For Substitute Licenses - Long-Term and Short-Term

Application status may be checked on the web site at: [www.ode.state.oh.us](http://www.ode.state.oh.us).

Use the search option to access **EDUCATOR PROFILE**.

1. Use a separate form for each license type requested. Please print, using a ball point pen or a typewriter.
2. **All applications for substitute licenses must be initiated by the employing school district.** All licenses are mailed to the school district.
3. **FEES:** The appropriate processing fee must accompany each application. **DO NOT SEND CASH.** Please make check or money order payable to: "**Treasurer, State of Ohio**".  
**NOTE:** \$ 25.00 of the processing fee is non-refundable if eligibility requirements for the license are not met.

1-Year Long Term or Short-Term, new or renewal	\$ 25.00
5-Year Long-Term or Short-Term, new or renewal	\$ 125.00
Duplicate or Correction	\$ 20.00

4. **CREDENTIAL INFORMATION:**

**Short-Term Substitute Teaching License**

A short-term substitute license may be issued to the holder of a baccalaureate degree. This is a general license that **carries no teaching fields**. An individual holding a short-term substitute license may substitute teach in a given classroom for no more than five days.

The short-term substitute license does not have license types or teaching fields.

**Long-Term Substitute Teaching License**

A long-term substitute license may be issued to the holder of a baccalaureate degree who evidences appropriate coursework as follows:

Early Childhood:	12 semester hours in professional early childhood education
Middle Childhood:	20 semester hours in EACH subject requested
Adolescence 7-12:	20 semester hours in EACH subject requested
Multi-Age K-12:	20 semester hours in EACH subject requested

Intervention Specialist K-12 12 semester hours in special education

\*\* This license may be issued only as a 1-year license, new and renewal

**SEE CODE SHEET ON PAGE 4 OF THIS APPLICATION:** Please select the six-digit teaching field code numbers from only those code numbers listed under the requested TYPE. The codes are not interchangeable.

5. **Applicants** (with less than a baccalaureate degree) **for an initial long term substitute career-technical license must attach a completed CTE-37 form** signed by the superintendent of the employing school/district verifying eligibility.
6. **OFFICIAL TRANSCRIPTS (no photocopies)**  
Official transcripts are required with each application for an initial long-term or short-term substitute license.  
  
**Renewal of an Intervention Specialist substitute license** requires submission of an official transcript with evidence of six semester hours of coursework in an approved program leading to an intervention specialist license, completed since the issue date of the license to be renewed.
7. **SIGNATURE OF THE SCHOOL DISTRICT OFFICIAL**  
Applications for substitute licenses, new and renewal, must be signed by the employing superintendent or head of school.
8. **SIGNATURE OF THE APPLICANT** is required on page 1 and page 2 of this application.
9. School districts may mail the application to:  
Office of Educator Licensure  
25 S. Front Street, Mail Stop 105  
Columbus, Ohio 43215

## License Types and Teaching Field Codes

**SUB**  
Codes

**(62) MIDDLE CHILDHOOD (4-9)**

050150 Language Arts and Reading (4-9)  
110100 Mathematics (4-9)  
130102 Science (4-9)  
150003 Social Studies (4-9)

**(63) ADOLESCENCE TO YOUNG ADULT (7-12)**

050145 Integrated Language Arts  
110094 Integrated Mathematics  
150004 Integrated Social Studies  
132010 Integrated Science  
132150 Physical Sciences: Chemistry  
132160 Physical Sciences: Physics  
132030 Life Sciences  
132040 Earth Sciences

**(64) MULTI-AGE (PK-12)**

180600 Bilingual Education  
111780 Computer Information Science  
080302 Dance  
050338 Drama /Theater  
080115 Health  
050675 Library/Media  
060230 Modern Language-French  
060235 Modern Language-German  
060150 Classical Language-Greek  
060245 Modern Language-Italian  
060250 Modern Language-Japanese  
060107 Classical Language-Latin  
060625 Modern Language-Russian  
060265 Modern Language-Spanish  
120050 Music  
080305 Physical Education  
050250 TESOL (Teaching English to Speakers of Other Languages)  
020012 Visual Arts

**(65) INTERVENTION SPECIALIST**

196140 Mild/Moderate Educational Needs (K-12)  
196142 Moderate/Intensive Educational Needs (K-12)  
196109 Visually Impaired (PK-12)  
196116 Hearing Impaired (PK-12)

**(66) CAREER-TECHNICAL**

(**Bolding** indicates baccalaureate degree required)

**Agriculture**

**010100 Agriscience**

010101 Animal Production  
010104 Production Agriculture  
010131 Equine Science  
010191 Zoo Animal Production & Care  
010200 Agribusiness  
010300 Agricultural Industrial Equipment  
010400 Food Science

010500 Horticulture  
010600 Natural Resources  
010699 Environmental Management

**Business**

**140550 Integrated Business**

140100 Accounting  
140200 Business Information Systems  
140300 Administrative Office Technology  
140800 Business Administration and Management

**Technology**

**160610 Technology Education**

**Marketing Education**

**040800 General Marketing Education**

040115 Entertainment Marketing  
041118 Travel & Tourism Marketing  
040810 Marketing Management  
040820 E-Commerce Marketing  
040830 Marketing Technology  
040840 Sports Marketing  
041900 Acquisition & Logistics

**Family and Consumer Sciences Ed.**

**090120 Family & Consumer Sciences**

090201 Early Childhood Education and Care  
090203 Culinary Arts & Food Services Management  
090205 Hotels and Resorts

**Health Occupations**

070101 Dental Assistant  
070103 Dental Lab. Technician  
070203 Medical Lab Assisting  
070204 Phlebotomy  
070302 Practical Nursing  
070303 Nurse Assistant  
070305 Surgical Technology  
070307 Home Health Aide  
070410 Fitness Aide/Athletic Trainer  
070603 Optometric Occupations  
070904 Medical Assistant  
070906 Community Health Aide  
070912 Pharmacy Assisting  
070913 Health Unit Coordination  
070994 Patient Care Technician  
070998 DHO Instructor  
074820 Diagnostic Pathway  
074820 Diagnostic Pathway  
074830 Therapeutic Pathway  
074840 Health Support Pathway  
074850 Biotechnology  
074890 Health Informatics Pathway  
079950 Practical Nurse Coordinator

**Trade and Industry**

170100 Air Cond./Heating  
170200 Appliance Repair  
170301 Auto Collision Repair  
170302 Automotive Technology  
170303 Auto Specialization  
170400 Aviation Occupations  
170401 Aircraft Maintenance  
170403 Ground Operations  
170700 Commercial Art Occupations  
170802 Marine Occupations  
170900 Commercial Photography Occupations  
171001 Carpentry  
171002 Electrical Trades  
171003 Heavy Equipment (Construction)  
171004 Masonry  
171005 Interior Design Applications  
171007 Plumbing & Pipefitting  
171011 Building & Property Maintenance  
171012 Industrial Maintenance and Repair  
171017 Building Technology  
171100 Custodial Services  
171200 Medium/Heavy Truck Technician  
171300 Drafting Occupations  
171402 Power Transmission  
171503 Electronics  
171504 Telecommunications  
171805 Construction--Design-Build  
171806 Construction--Management  
171807 Engineering Technologies--Design  
171808 Engineering Tech--Processes  
171809 Engineering Tech--Products/Services  
171900 Graphic Occupations  
172000 Chemical Laboratory Assisting  
172004 Industrial Laboratory Assisting  
172302 Precision Machining  
172303 Manufacturing Operations  
172306 Welding-Cutting  
172307 Tool & Die Making  
172602 Cosmetology  
172700 Plastics Occupations  
172801 Fire fighter Training (Paid)  
172802 Criminal Justice  
172808 Private Security  
172810 Career Paths for the Law Profession  
172811 Emergency Medical Technician  
173100 Small Engine Repair  
173601 Millwork & Cabinet Making  
179960 DCT Coordinator

**(71) EARLY CHILDHOOD PK-3**

**(74) PUPIL SERVICES**

282200 Interpreter for the Hearing Impaired