

SUBSTITUTE LICENSE FOR THE ARCHDIOCESE OF CINCINNATI

All New and Renewal license applications must be completed online.

INITIAL Substitute License Requirements:

1. [Background Check/Fingerprinting](#) – complete the release form, and tell the person taking the prints, that you are a substitute teacher who is applying for a license. The BCI and FBI must be current within one year for ODE to issue the **first** license. All fingerprinting should be completed at Selection.com. The fingerprint results must be on file at ODE and the Archdiocese of Cincinnati.
2. [Completion of the Virtus Training](#) for the Decree on Child Protection
3. Completion of the online background check through Virtus
4. **Mail to the Teacher Certification Office, Archdiocese of Cincinnati, 100 E 8th St. Cincinnati OH 45202:**
 - a. [Completed Substitute Contact Information Form](#)
 - b. **\$10 processing fee payable to Archdiocese of Cincinnati**
5. Submit your license application to ODE online:
 - a. Access or create your **OH/ID** account to get started on the online application process.
Once you have an OH/ID account you will be able to access “Educator Licensure and Records CORE” from the OH/ID account menu. Select the “Educator Licensure and Records CORE” App. Under “My Credentials”, select “Apply for NEW Credential” tab and follow the prompts. Questions may be directed to ODE’s Office of Educator Licensure at (877) 644-6338 or educator.licensure@education.ohio.gov
 - b. Follow online instructions. The organization IRN is **052514** – Cincinnati Archdiocese.
 - c. Official Transcripts – upload, as part of the application process, or mail an official bachelor’s transcript to:
**OH Dept. of Education
Office of Educator Licensure
25 S. Front Street
Columbus, OH 43215**
Note: If you also have a Master’s transcript, upload that also.
 - d. Pay using your credit card.

NOTE: #1-4 above must be completed before the Archdiocese of Cincinnati will sign the online application for substitute teaching.

Once you have your license, we welcome you to apply directly to the schools in which you would like to sub. Schools will require a copy of your license.

Questions:

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