

Substitute Teacher License FAQ

1. How do I apply for a substitute teaching license through the Ohio Department of Education?

Full explanation and instructions from ODE are at this [link](#). Some things to remember:

- a. Use IRN 047324 (Hamilton County ESC) for the 'superintendent's signature' and 'valid-in' fields.
- b. If applying for the Substitute Teaching License (1 or 5 Year), upload official university transcripts to the My Documents section of your ODE CORE Licensure account.
- c. BCI & FBI background checks should be sent to both ODE and Sub Solutions.

2. For which type of license should I apply?

A. Substitute Teaching License (1 and 5 Year) – This is the teaching credential used by substitutes with a Bachelors Degree. Select ONLY the teaching field(s) based on your university degree. Selecting a teaching field in which you do not have a degree will delay processing by ODE.

1. If you have a **degree in a subject unrelated to a teaching field** (Communications, Social Work, Engineering, etc.) select the 'General Substitute' teaching field.
2. If you have a **degree in Education** select the teaching field "Education Degree – Unlimited Subbing". This selection is a good fit for substitutes who do not intend to pursue a permanent teaching job, such as retired teachers.
3. If you have a **degree in a subject related to a teaching field** (Math, Science, Art, etc.) select that teaching field.

B. Temporary Substitute License (Non-Bachelors) – New substitutes without a Bachelors Degree should apply for this license.

**If you already have one of the licenses below, you do NOT need a substitute teaching license.*

Resident Educator – This is Ohio's initial teaching license for new college graduates of education programs and is processed through a university.

Professional Teaching – This license is for teachers who have completed the Resident Educator program. **Some experienced out of state teachers** can apply for this license. See out of state information below. College coursework and an IPDP are needed to apply for this license.

3. Can I sub on the ODE license I currently have?

That depends on the type of license, which must be **currently active**. Sub Solutions allows subs to use any of the following license types: Substitute, Resident Educator, Professional Teaching, Permanent Teaching, and School Counselor.

State law does **not** allow substitutes to teach using a Permanent non-tax certificate (for parochial schools), Pupil Activity Permit, Educational Aide Permit, Adult Education Permit, or Student Monitor Permit.

4. Can I substitute using a license from a different state?

No. You will apply for the Substitute Teaching License above.

5. What does a teaching license cost?

Substitute Teaching licenses are \$25 per year and can be purchased for 1 year or 5 years.

Substitute teaching licenses are issued by the State of Ohio, not Sub Solutions.

Disclaimer: Regulations regarding substitute teacher licenses are governed by the Ohio Department of Education (ODE). The above statements are guidance which apply to most, but not all individual situations. ODE's license application instructions are at [this link](#). Questions: 1-877-644-6338.