

# TO RENEW YOUR SUBSTITUTE LICENSE

## To Renew Your Substitute License

Download the Substitute Teaching License application.

Under the requirements of House Bill 1 passed in 2009, applicants for Ohio licensure must establish whether they have lived continuously in Ohio for the past five years. The answer to this residency question will determine what background checks (BCI and/or FBI fingerprinting) applicants must complete.

## To Renew Your Substitute License

- Fingerprinting must be completed at an Archdiocesan WebCheck site and the results must be sent electronically to Teacher Certification.
- See the website for locations:  
[http://www.catholiccincinnati.org/index.php?option=com\\_content&task=view&id=420&Itemid=976](http://www.catholiccincinnati.org/index.php?option=com_content&task=view&id=420&Itemid=976)

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1. Note: Transcripts are NOT needed to renew.
2. There is a \$5 processing fee (payable to the Archdiocese of Cincinnati), in addition to the application fee (payable to Treasurer, State of Ohio), for renewal of substitute license.

## To Renew Your Substitute License

1. Complete application
2. Background Check – have results sent electronically to Teacher Certification
3. Check to Treasurer, State of Ohio for the license
4. Check to Archdiocese of Cincinnati for processing
5. Send to Coordinator of Professional Development, Catholic School Office, 100 E. 8<sup>th</sup> St. Cincinnati, OH 45202