

To Renew Your Substitute License

Download the Substitute Teaching License application.



To Renew Your Substitute License

- All applicants for renewals must complete Ohio's Background Check (BCI) as well as the National Background Check (FBI). This must be done 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

To Renew Your Substitute License

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 the 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. 8th St. Cincinnati, OH 45202