

**Archdiocese of Cincinnati  
Substitute Certification**

- Substitute teachers in Archdiocesan schools must be certified by the State of Ohio.
- You must be sponsored by a school district. In addition to the application fee, there is a \$10 processing fee for new substitute licenses; \$5 processing fee for renewals, payable to the Archdiocese of Cincinnati.
- This substitute license is valid for all districts in the State of Ohio.

**To Substitute in Archdiocesan Schools,  
you must:**

- I. Hold a current State of Ohio Substitute License or a current State of Ohio Teaching License
- II. Be fingerprinted at an Archdiocese of Cincinnati webcheck site (Background check)
- III. Attend the Decree on Child Protection Orientation Session

**I. Requirements for Substitute Licenses**

- Bachelor’s degree - official transcript required
- Background check - fingerprints
- Completed Ohio Substitute Teaching License application
- Application fee payable to “Treasurer, State of Ohio”
- Processing fee payable to “Archdiocese of Cincinnati”

**Bachelor’s Degree**

- Must be a 4-year degree, any area
- Must be official transcript; no Xerox copies
- Transcript must state that bachelor’s degree was conferred.
- Transcript does not have to be in a sealed envelope.
- Transcripts will not be returned. A permanent electronic copy will be maintained at ODE.

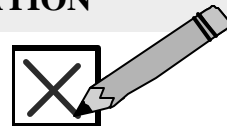
**APPLICATION**

- All applicants for any license must complete Ohio’s Background Check (BCI) as well as the National Background Check (FBI)

**BCI \$28      FBI \$30**  
**SEE SECTION II**

**APPLICATION**

- You must answer all 5 questions.



- If you answered yes, attach explanation in SEALED ENVELOPE for review by Department of Certification and Licensure.
- Reviewed on individual basis; may take up to 6 weeks to process.

## APPLICATION

### *Short Term*

- - may work in any classroom for no more than 5 days
- - carries no teaching fields

### *Long Term*

- - may work in a classroom more than 5 days
- - in the subject areas listed on the license
- May also be used for short term daily assignments of less than 5 days in any area

## APPLICATION

### Long Term

To qualify for a teaching field, you must have 20 hrs. in a subject area (12 hrs. for Early Childhood or Intervention Specialist K-12).

*The State of Ohio will determine fields based on your transcripts. You can list the hours you have in a subject area and include this with your transcripts.*

## APPLICATION

### *New - One-Year*

- - valid from July 1 to June 30
- - cost \$25 – Check payable to “Treasurer, State of Ohio”
- - must be renewed each year (no transcripts required for renewals)

### *New – Five-Year*

- - valid for 5 years
- - cost \$125 – Check payable to “Treasurer, State of Ohio”

## APPLICATION

Highest Educational Level: (Check Only One)

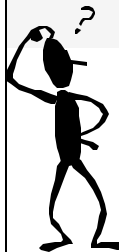
- If you have a Master’s Degree,  
AND are applying for  
LONG-TERM Substitute Teaching,  
Send **BOTH** Bachelor’s and Master’s transcripts.
- License to begin on: July 1, 20\_\_  
(of the current school year)

## APPLICATION

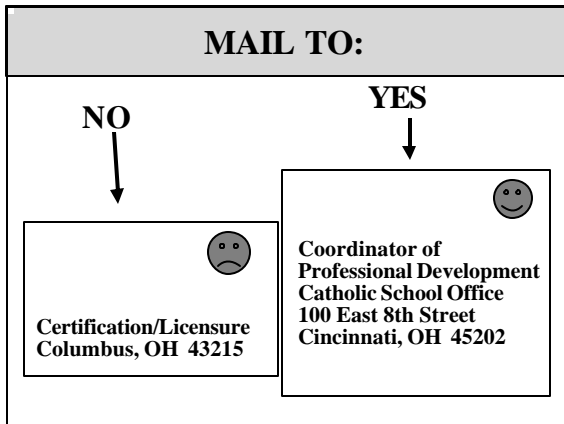
- Application will be signed by the superintendent of Archdiocesan schools when submitted to this office.
- District Name: Archdiocese of Cincinnati
- District Address: 100 East Eighth St.  
Cincinnati, OH 45202
- IRN# 052514
- Applicant must sign and date the application form.

## Substitute Certification

### What To Return:




- 1) Completed Application
- 2) Official Transcripts
- 3) Check to “Treasurer, State of Ohio”
- 4) \$10 processing fee (check payable to “Archdiocese of Cincinnati”)
- 5) Xerox copy of Child Protection Orientation Session Certificate




**II. Background Check:  
Archdiocesan Fingerprinting**

- To work in Archdiocesan schools, you must be fingerprinted by the Archdiocese of Cincinnati— no other agency. Inked cards or background checks done at police stations or other agencies are not accepted.
- 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)
- or at the Archdiocese of Cincinnati  
100 East 8<sup>th</sup> Street – 8<sup>th</sup> floor  
8:30-4:00 daily



**Background Check**

- All applicants for any substitute license must complete Ohio's Background Check (BCI) as well as the National Background Check (FBI)



**FINGERPRINTS**

- Substitutes must show proof of an Archdiocesan background check upon initial assignment in each school.
- Tell the person taking your prints that:
  - You are applying for a license and you need the results to be sent electronically to the Oh. Dept. of Education/Teacher Certification.
  - You will need a copy of the background check result sent to you.

**III. Decree On Child Protection Orientation Sessions**

- To work in Archdiocesan schools, you must attend a Decree on Child Protection Orientation Session.
- The orientation lasts approximately 1 hour. Certificates will be issued at the end of the session.
- A Xerox copy of this certificate must accompany all applications for new Substitute Licenses
- See the website for locations:  
<http://www.catholiccincinnati.org/childorient/CPDOrientations.htm>

**Documentation that must be presented to each school the first time you substitute:**

- Xerox copy of your Ohio Substitute License
- Xerox copy of your Archdiocesan background check report
- Xerox copy of your Child Protection Orientation Session Certificate

### How to Market Yourself to the Schools

Mail to each school where you would like to substitute:

1. Xerox copy of substitute license
2. Xerox copy of your current background check report
3. Xerox copy of your Child Protection Orientation Session Certificate
4. a cover letter

### In your cover letter...

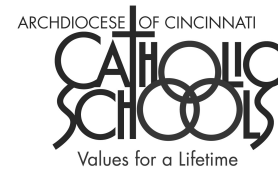
- Include your educational background, work history, especially related to children or teaching:  
*I worked in business for 10 years, and I am changing careers.*  
*I have coached Little League for the past 3 years.*
- Include when and what days you are available to sub:  
*I am available immediately and can sub on Mondays and Fridays.*  
*I am available in January, and can work any day.*

### In your cover letter...

- Indicate what grade level and subjects:  
*I will sub in grades 1-6 in any subject area.*  
*I will sub in all grade levels except kindergarten and in all areas except music and P.E.*
- Include how to contact you and details concerning advance notice:  
*You can call me at any hour either at home or on my cell phone.*  
*I need 24 hours notice to arrange for a babysitter.*

### SCHOOL INFORMATION

- School contact information and addresses can also be found on the website:



- <http://www.catholiccincinnati.org/schools>

## Questions? ? ?

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