



Substitute License Renewal Fact Sheet

Things You Need to Know

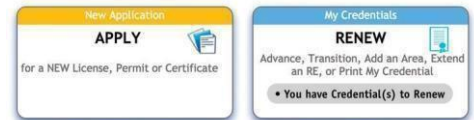
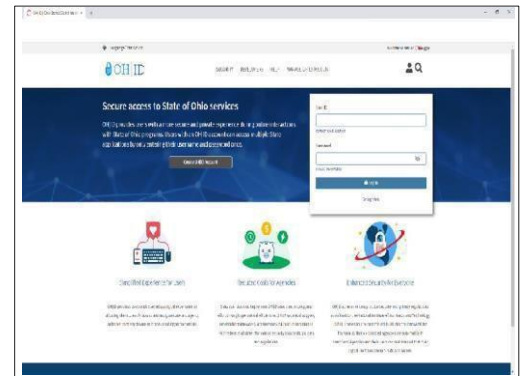


Substitute credentials expire yearly unless you are eligible for and select a multi-year permit. Please follow the four (4) steps below to renew your license. License information can be viewed in your Workday profile by choosing Career, then choosing Certifications. If you are not renewing any of your expiring credentials, please send an email to Licensing@ClevelandMetroSchools.org.

Four Easy Steps to Renew Your License



1. Click the link below to access the Ohio Dept. of Education (ODE).
<https://ohid.ohio.gov/wps/portal/gov/ohid>
 - Sign in using your existing ODE login information or
 - Select Create OH/ID Account to create an account
2. Select **RENEW** to open the application
Apply to renew License with this code:
CMSDIRN043786
3. Complete all required information on each screen.
4. Pay the fee once you've completed the application process. (Payment by credit card only.)



Background Check Requirements



Ohio law requires individuals who reside in Ohio obtain an updated FBI check once every five years, however, they do not need to update the BCI background check.

You may look up the date of your most recent background checks while completing an application for any educator license through the CORE licensure system tool within ODE.CORE. This is accessible through your SAFE account.

Click the link below for detailed information about background checks performed by CMSD Safety & Security department. ClevelandMetroSchools.org/Page/3464

Additional Information



Need help:

- Contact CMSD Licensure Coordinator at Licensing@ClevelandMetroSchools.org
- Contact the Ohio Department of Education at Educator.licensure@education.ohio.gov
- For information on licensure fees visit Education.Ohio.Gov/Topics/Teaching/Licensure/Additional-Information/Complete-List-of-Applications