

Sub License & Aide Permit Renewal Instructions

NOTE: If you held a 1-year temporary non-bachelor license, a 1-year multi-age sub license, or a 1-year aide permit for the 2024-2025 school year, the Ohio State Board of Education may require you to apply for a new permit for the 2025-2026 school year as opposed to renewing your expiring one.

- 1. Open your internet browser and go to http://education.ohio.gov
- 2. Click on the "Login" link at the top of the page



- 3. Enter your username and password and login. If you forgot your username or password, follow the steps to reset/retrieve.
- 4. Click on "Open App" on "Educator Licensure and Records (CORE)." A new window will open.



In the "My Credentials" box, select the License that you want to renew, click "Action", then choose "Renew."
If you do not have an option to renew, you will need to click "Apply for a NEW Credential" then click "Substitutes" for teaching licenses or "Education Aides" for aide permits.

é My Credentials		Apply for NEW Credential + View History O			y© 0
If you have never held an Oh you have not previously held are a license holder renewing held in the past, please find t button.	io license , please cl g or modify the creden	or are app ick the App /ing a licen: tial in the li	lying to receive by for NEW Cr se that you cu st below and s	e a new crede edential butto rrently hold o select the Acti	ential that on. If you r have on
Credential	Status	Effective Year	Expiration Date	Credential Number	Action
1 Year Long Term Substitute EXAMPLE	Expired	2017	06/30/2018	(Action -
	Expired	19		View Cre	dential
				. Renew	
Total credentials: 2					

6. Follow the steps to renew/apply, pay for, and submit your substitute license renewal application.



NOTES:

- Ensure you are selecting the correct "effective year" so that your license is valid for the 2025-2026 school year.
- ONLY use the specific IRN given to you by your Renhill Account Manager.
- If you are simply renewing the same exact substitute license you had before, you will not need to upload any transcripts or other documents.