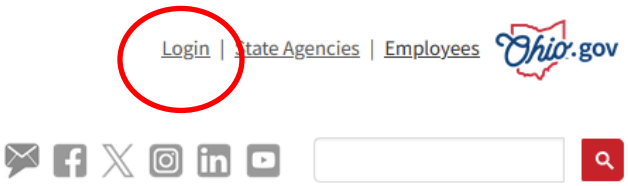
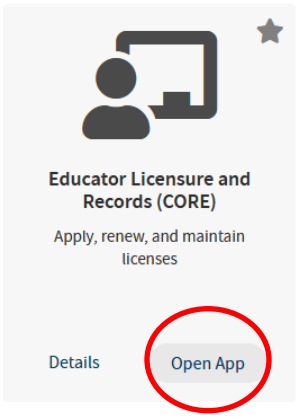
Sub License & Aide Permit Renewal Instructions

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 2025-2026 school year, the Ohio State Board of Education may require you to apply for a new permit for the 2026-2027 school year as opposed to renewing your expiring one.

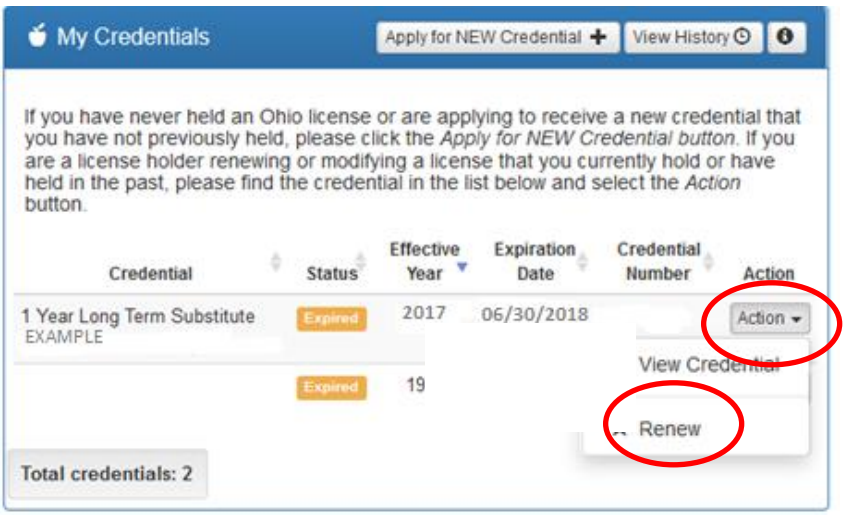
1. Open your internet browser and go to http://education.ohio.gov
2. Click on the "Login" link at the top of the page



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.



5. 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.



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 2026-2027 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.