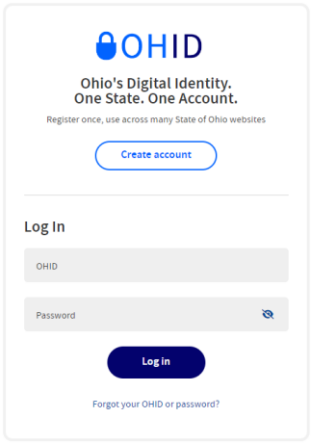
Ohio Department of Education Licensure Application Process

1. Go to https://ohid.ohio.gov/wps/portal/gov/ohid/login
2. Please create a new OH|ID account if you do not already have one by clicking here: Create New Account Then, please login to access the Ohio ID Portal using your OH|ID Account.



3. The portal may ask you to verify all your personal information. Please review and update appropriately.
4. If applying for a Sub license you will either, choose short-term or long-term sub.
5. Make sure to choose the correct effective year.
6. Select organization click magnifying glass and type in 050666 (*This would be for any sub who is working and is being paid through WCESC or any WCESC employee even if you are in a district building*)
7. You will then answer a few questions about yourself. If you answer “Yes” to any legal questions, you will have to explain it in a drop-down box.
8. If you have transcripts to upload, scan them front and back and then upload the pdf file to ODE.
9. The Wood County Organization Code is also known as an IRN, that number is 050666. This ensures the state notifies us of your application and licensure.
10. Click pay and submit (under my application status0) – You will need to use a credit card for payment or debit card that can be ran as a credit card. An email will be sent to the proper personnel who can electronically sign for the WCESC. Then, once accepted, the ODE will process your licensure.

If you should have any questions, please contact the Personnel Secretary, Kelly Llanas by calling419-354-9010, ext. 305. Appointment times are available if necessary to assist in this process.