REQUIREMENTS NEEDED TO BECOME A SUBSTITUTE

Allen County/Lima City Schools 2012-2013 School Year

✓ **APPLICATION**

Which can be used for both substitute teaching and fulltime. You can visit our website to download an application at www.allencountyesc.org

✓ **COPY OF CURRENT TEACHING CERTIFICATE/EDUCATIONAL AIDE PERMIT**

Teachers only: Copy of your certificate/license or application for substitute license (requires official transcripts showing bachelor's degree and check payable to Treasurer, State of Ohio – 1 year substitute license $25, 5-year substitute license $125). **Aides only:** Copy of your Educational Aide permit or an application and check for $25 payable to Treasurer, State of Ohio. You can obtain an application by downloading the ODE website at www.ode.state.oh.us and typing in substitute license in the search box.

✓ **IMMIGRATION & NATURALIZATION FORM**

To prove citizenship. We need to have a copy of your driver's license and social security card with this form.

✓ **BCI&I REPORT**

We are required by Ohio law to have a Bureau of Criminal Identification & Investigation report on file for both BCI&I & FBI. Because of the revision of HB1 (Ohio Revised Code 3319.291) regarding FBI/BCI background checks; BCI/FBI background checks are required if you do not have a copy of your report that is less than five (5) years old. We have the National WebCheck® program, which gives us the opportunity to do the fingerprinting here in our office. **The cost is $25.00 for the BCI&I report and $35.00 for the FBI report. We accept cash, money order or certified bank check and you must have your driver's license with you.**

✓ **PROOF OF RESIDENCY**

We reserve the right to require proof of residency. Failure to do so may prohibit employment.

✓ **TB TEST**

In August, 2008, Ohio Administrative Code 3701-05-04 (which required tuberculin skin testing) was rescinded effective September 1, 2008. However, the Allen County Health Department developed a TB questionnaire to be completed by any new school employee or substitute teacher and this survey was adopted by the Allen County Schools. Dependent upon the results of the TB survey, you may be required to have a tuberculin skin test to be considered for employment.

✓ **CONFIDENTIALITY AGREEMENT**

Due to FERPA (Family Educational Rights and Privacy Act) students are not to be discussed outside of the classroom with anyone but the classroom teacher and/or teaching assistant. By subbing in any of our local schools, I agree to maintain this student confidentiality at all times.

✓ **FRAUD REPORTING FORM**

Ohio Revised Code 117.103(B)(1),states that a public office shall provide information about the Ohio fraud-reporting system.

We appreciate your interest in the Allen County/Lima City Schools. If you have any questions or concerns please contact Ashley Sherer at the Allen County Educational Service Center at 419-222-1836, extension 102 from 8:00 a.m. – 4:00 p.m. – Monday through Friday. July office hours are 7:30 a.m. – 3:00 p.m.