

SUBSTITUTE CHECKLIST AND INFORMATION

____ **APPLICATION** (Available for download at allencountyesc.org under “Employment”)

____ **CONFIDENTIALITY AGREEMENT** (Available for download at allencountyesc.org under “Employment”)

____ **FRAUD-REPORTING FORM** (Available for download at allencountyesc.org under “Employment”)

OHIO DEPARTMENT OF EDUCATION LICENSE

In order to apply for a substitute license, you must first create an OH/ID account on the Ohio Department of Education’s website at <http://education.ohio.gov/>. From there, please click on “Login” which is located at the very top of the page. From there you will create a OH/ID account. You will be asked to provide an email address, and you will need to pay for the license using a debit, credit, or pre-paid card.

To obtain/renew a substitute teacher or aide license, visit the following website:

<http://education.ohio.gov/Topics/Teaching/Licensure/Audiences/Substitute-Licensure>

- You will be asked where you would like the license sent for a signature. At that point, enter **045740** as the IRN number and click “Find”. You will then have an opportunity to choose “Allen County Educational Service Center” in the drop down box. Your license will then be sent to us at the ESC for an electronic signature of approval and will be emailed to us when it is issued.

FBI (Federal) and BCI (State of Ohio) BACKGROUND CHECK

The ESC must have a paper copy of an FBI background check that is less than five years old and was conducted using the code for school employees. We must also have a BCI that was conducted using the code for school employees. The BCI, however, has no expiration, so any BCI using the school employee code, will suffice. If you do not have an FBI or BCI background check, we are more than happy to do that here for you in our office. Please note: Only cash will be accepted. The BCI is \$30 and the FBI is \$35. If you choose to use another Webchek agency, **please provide that agency with the following information:**

- The **Reason Code** used for the background check must be **3319.291**, “School Employees - Licensure with the Ohio Department of Education”.
- Send a “**Direct Copy**” to the **Ohio Department of Education**
- **Mail a copy to ACESC**, ATTN: Jennifer Briggs, 1920 Slabtown Rd., Lima, OH 45801

____ **PROOF OF HIGH SCHOOL DIPLOMA** - *Only required by those applying to be a Substitute Aide [who do not have an ESEA Endorsement](#) (See below) or applying for a Temporary Non-Bachelor’s License.*

The Ohio Department of Education offers two different licenses for Substitute Aides:

- Educational Aide – Requires the applicant have a high school diploma
- Educational Aide with ESEA Endorsement – Requires the applicant have an Associate Degree. Transcripts must be uploaded to your OH/ID Account on the Ohio Department of Education website.

(Please Note: Bath and Lima City will only employ aides with the ESEA Endorsement)

After approval by our board, your name will be sent to the district(s) you chose on your application. Your name will then be placed on their board agenda for approval as well.

After approval by the district(s) board, your name and contact information will be given to the individual at each school district who is responsible for calling substitutes. Some districts use third party companies to call their substitutes, in which case you may be contacted by that company and given further instructions.

QUESTIONS OR ASSISTANCE

- Contact Jennifer Briggs, at 419-222-1836, Ext.102, or by email at jennifer.briggs@allencountyesc.org
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