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**
To apply for a <u>NEW</u> substitute license, you must first create an OH/ID account on the Ohio Department of Education's website at http://education.ohio.gov/. Click on "Login" which is located at the very top of the page and create a OH/ID account. After creating your account, you will:
1. Visit the App Store, Request Access to the Department of Education Profile Setup.
2. Once your access is granted, visit My Apps, Open Department of Education Profile Setup to create profile.
3. After your profile is set up, Open Educator Licensure (CORE) and from here you will apply for your license. You will be asked to provide an email address, upload your official documents (ex. Official university transcript) and pay for the license using a debit, credit, or prepaid card.
   - 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" and 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.

To <u>RENEW</u> a substitute teacher or aide license, visit the following website:
http://education.ohio.gov/Topics/Teaching/Licensure/Audiences/Substitute-Licensure

____ **FBI (Federal) and BCI (State of Ohio) BACKGROUND CHECKS**
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, this can be completed 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 Webcheck agency, **please provide that agency with the following information:**

   - **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 419-222-1836

____ **PROOF OF HIGH SCHOOL DIPLOMA** - *Only required by those applying for the Temporary/Non-Bachelor's Substitute License or a Substitute Aide <u>who do not have an ESEA Endorsement</u> (See below).*

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)

FOR THOSE WHO WISH TO SUBSITUTE FOR THE ALLEN COUNTY ESC

____ **TREASURER'S PAPERWORK TO BE COMPLETED**

____ **COPY OF DRIVER'S LICENSE AND SOCIAL SECURITY CARD**

____ **COMPLETE RED ROVER ACCOUNT SET UP**
Your account will be generated with the email given on your application. This is the system the ESC uses to notify substitutes of assignments.

INFORMATION ABOUT THE ALLEN COUNTY ESC CLASSROOMS

The ESC provides substitutes for:
- Great Day School for Autism & Multiple Disabilities. Classrooms located at Bath, Marimor, Shawnee, Spencerville
- Gifted Education Classroom at Spencerville
- Pathway to Success Alternative program at the ESC
- Pre-School programming at Elida, Marimor and Spencerville
- Juvenile Detention Center (JDC) Educational Division

FINAL APPROVAL PROCESS

Upon completion of the requirements, substitutes must be approved by our board which meets on the third Monday of each month. Once approved, your name and contact information 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.

DISTRICT CONTACT PHONE NUMBERS

Allen East – 419.648.3333
Bath – 419.221.0807
Bluffton – 419.358.5901
Delphos – 419.692.2509
Elida – 419.331.4155
Lima City – 419.996.3400
Perry – 419.221.2770
Shawnee – 419.998.8031
Spencerville – 419.647.4111

QUESTIONS OR ASSISTANCE

- Contact Jennifer Briggs, at 419-222-1836, Ext.102, or by email at jennifer.briggs@staff.allencountyesc.org
- ESC Hours: 8:00 am to 4:00 pm Monday – Thursday and 8:00 am to 3:30 pm on Friday