SUBSTITUTE CHECKLIST AND INFORMATION

____ **APPLICATION** (Available for download at www.allencountyesc.org under "Employment")

____ **CONFIDENTIALITY AGREEMENT** (Available for download at www.allencountyesc.org under "Employment")

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

____ **OHIO DEPARTMENT OF EDUCATION LICENSE**

To apply for a NEW substitute license, you must first create an OH/ID account on the Ohio Department of Education's website at 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 Educator Licensure and Records (CORE). Complete the next steps as instructed.
2. Once your access is granted, open the app for Educator Licensure and Records (CORE). Click on MY PROFILE (in red banner).
3. Once your profile is established, click on Obtain Educator State ID. Answer the questions.
4. Once your Educator State ID is established, open the Educator Licensure (CORE) app. From here you will APPLY FOR A NEW CREDENTIAL. Complete the steps as instructed. Upload your official documents (ex. Official university transcript, if applicable) and pay for the license using a debit, credit, or prepaid card.
    - You will be asked for either an IRN code or Superintendent signature for approval. The code is **045740** for the Allen County Educational Service Center. Your license request will be sent to the ESC for an electronic signature of approval. The ESC and you will be emailed when the certificate is issued.
    - There are different credential options for substitutes.
        - If you have a bachelor's degree, you will apply for the Substitute Multi-Age PK-12 License.
        - If you do not have a bachelor's degree and plan to be a teaching substitute, you can apply for the 1 Year Temporary Substitute Multi-Age PK.12 License
        - If you plan to be a classroom aide/teacher's assistant, you will apply for the Educational Aide Permit.

To RENEW a substitute teacher or aide license, visit the following website:
https://sboe.ohio.gov/educator-licensure/renew-a-license/renew-a-license

____ **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 at the ESC office. Please note: Only cash will be accepted. The BCI is $35, 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

_____ **COMPLETION OF FRAUD REPORTING & TRAINING (REQUIRED) –** You are required to watch the 8 minute video and email the certificate to Jennifer Briggs at the ESC office. https://ohioauditor.gov/trainings/fraud.html

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

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

- Educational Aide – Requires the applicant have a high school diploma
- Educational Aide with ESEA Endorsement – Requires the applicant:
    - Have an Associate Degree or higher. Transcripts must be uploaded to your OH/ID Account on the Ohio Department of Education website
    - Take and pass the ETS ParaPro Assessment or the Pearson Foundations of Classroom Support exam.

- Successfully complete at least two years of study at an accredited institution of higher education (earning at least 48 semester hours or 72 quarter hours).

(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 contacting 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 – 419.338.6800
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