

SUBSTITUTE CHECKLIST AND INFORMATION
Allen County/Lima City Schools

APPLICATION

OHIO DEPARTMENT OF EDUCATION LICENSE

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

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Apply-for-Certificate-License>. This link may also be accessed by going to our website at www.allencountyesc.org and clicking on the "Employment and Opportunities" tab on the top right hand side.

In order to create an OH-ID account and apply for a license, you will need the following information:

- Current email address
- Mastercard/Visa to pay for your license
- You will be asked where you would like the license sent for a signature. At that point, please search for **IRN 045740**. It will then be sent to us at the ESC for an electronic signature of approval.

FBI BACKGROUND CHECK

The Reason Code used for the background check must be "School employees/licensure with the Ohio Department of Education", must be sent digitally to the Ohio Department of Education by the Webcheck agency, and the background check must be no more than five years old. We (the ESC), also need a paper copy of the report to keep in your file. If you are in need of a FBI check, please see information listed on Page 2 of this document

BCI BACKGROUND CHECK

The Reason Code used for the background check must be 3319.291 "School employees/licensure with the Ohio Department of Education", must be sent digitally to the Ohio Department of Education by the Webcheck agency, and the background check must be no more than five years old. We (the ESC), also need a paper copy of the report to keep in your file. If you are in need of a BCI check, please see information listed on Page 2 of this document.

TB QUESTIONNAIRE

CONFIDENTIALITY AGREEMENT

FRAUD-REPORTING FORM

PROOF OF HIGH SCHOOL DIPLOMA

Only required by those applying to be a Substitute Aide who do not have an ESEA Endorsement

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 SAFE Account on the Ohio Department of Education website.

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

TO BE PROVIDED ONLY BY THOSE WHO WISH TO SUB FOR THE ALLEN COUNTY ESC

EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9)

COPY OF DRIVER'S LICENSE

COPY OF SOCIAL SECURITY CARD

APPLY WITH RENHILL GROUP

Substitutes for the ESC are employed by and will be contacted for subbing positions by The Renhill Group.

1. Go to www.renhillgroup.com
2. Click on "Apply Now"
3. Search for "Allen County Esc Substitute Teacher or Aide"
4. Once your application is completed, a representative from The Renhill Group will contact you with further information.

INFORMATION ABOUT THE ALLEN COUNTY ESC CLASSROOMS

The ESC provides substitutes for:

- MD (Multiple Disabilities) classrooms located at Bath, Delphos, Shawnee, and Spencerville
 - Three autism classrooms located at the ESC
 - Classrooms for emotionally disturbed students located at the ESC
 - The Alternative School at the ESC – A program for students at risk of not graduating
 - JDC (Juvenile Detention Center)
 - Preschool classrooms located at Elida, Marimor, and Spencerville
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BCI AND FBI INFORMATION

Background checks are done here at the ESC office, located at 1920 Slabtown Rd., Building 2, during regular business hours. Please bring \$25 for the BCI, \$35 for the FBI, and your current Ohio driver's license. We accept cash, money order, or certified bank check. No personal checks or credit cards are accepted. If you would like to have your background check done elsewhere, take the following information with you:

FBI Reason Code – School Employees/licensure with the Ohio Department of Education

BCI Reason Code – 3319.291 (School Employees/licensure with the Ohio Department of Education)

BCI background checks never expire as long as you continue to live in the state of Ohio. FBI background checks expire every five years.

A direct (digital) copy must be sent to Ohio Department of Education and a copy must be provided to the Allen County ESC.

FINAL APPROVAL PROCESS

Upon completion of all requirements listed above, substitutes must be approved by the Allen County ESC Board of Education. Board meetings are held the third Monday of each month.

After approval by our board, your name will be sent to each of the school(s) you chose on your application. Your name will then be placed on the board agenda for approval at the school(s) you chose on your application.

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 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 Amy Mauk, at 419-222-1836, Ext.102, or by email at amy.mauk@allencountyesc.org
 - ESC Hours: 8 AM to 4 PM, Monday-Thursday, and 8 AM to 3:30 PM on Friday
 - Summer Hours – 7:30 AM to 3:00 PM, Monday-Thursday, Closed on Friday.
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