

# SUBSTITUTE CHECKLIST AND INFORMATION

## Allen County/Lima City Schools 2017-2018

### TO BE COMPLETED BY ALL APPLICANTS:

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#### APPLICATION

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##### 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](http://www.allencountyesc.org) and clicking on the "Employment and Opportunities" tab on the top right hand side.

In order to create a SAFE 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.

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##### FBI BACKGROUND CHECK

The Reason Code used for the background check must be 3319.39, must be on file at the Ohio Department of Education, and the background check must be no more than five years old. If you are in need of a FBI check, please see information listed on Page 2.

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##### BCI BACKGROUND CHECK

The Reason Code used for the background check must be 3319.39 and must be on file at the Ohio Department of Education. The background check must be no more than five years old unless you can demonstrate that you have been a continuous resident of the state of Ohio for the preceding five years. If you are in need of a BCI check, please see information listed on Page 2.

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##### TB QUESTIONNAIRE

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##### CONFIDENTIALITY AGREEMENT

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##### FRAUD-REPORTING FORM

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##### 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)

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

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##### EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9)

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##### COPY OF DRIVER'S LICENSE AND SOCIAL SECURITY CARD

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##### 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](http://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:

- Nine MD (Multiple Disabilities) classrooms which are placed at Allen East, Bath, Delphos, Shawnee, and Spencerville
  - An ED (Emotionally Disturbed) unit at the ESC
  - The Alternative School at the ESC – A program for students at risk of not graduating
  - JDC (Juvenile Detention Center)
  - Five preschool classrooms which are placed at the ESC, Allen East, 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 are accepted. If you would like to have your background check done elsewhere, take the following information with you:

Substitute Aides – BCI Reason Code 3319.39B1 (School employees-non teaching positions)  
FBI Reason Code 3319.39 (Public school district or chartered nonpublic school employees)

Substitute Teachers – BCI Reason Code 3319.39B3 (School employees-teachers only)  
FBI Reason Code 3319.39 (Public school district or chartered nonpublic school employees)

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

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## **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.

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## **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

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## **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
  - ESC Summer Hours: 7:30 AM to 3:00 PM, Monday-Thursday, and closed on Friday. Summer hours are effective from June 5 through August 11.
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