

**Tiffin Campus**

928 W. Market Street, Suite A  
Tiffin, Ohio 44883  
(419) 447-2927

**Mansfield Campus**

State Support Team, Region 7  
1495 W. Longview Avenue  
Mansfield, Ohio 44906  
(419) 447-2927

**Marion Campus**

333 E. Center Street  
Marion, Ohio 43302  
(740) 387-6625

## APPLICATION FOR SUBSTITUTE TEACHING

The following items are required *before* board approval:

✓ **NCOESC Substitute Application**

✓ **Ohio Teaching License:**

A copy of a valid Ohio teaching or substitute teaching license must be on file in our office.

***If you need to apply for a substitute license: Beginning January 2014 – all first-time and renewal licensure applications must be completed online. Official transcripts may not be uploaded. Please mail to Ohio Department of Education, Office of Educator Licensure, 25 S. Front Street, Mail Stop 105, Columbus, Ohio 43215-4183.***

***To apply online:***

- Create a SAFE Account (unless you already have an account set up)
- Login
- ODE Core
- My Educator Profile
- My Applications
- Applying for the first time, click on New Credential Application. If renewing, under the “Action” button click the icon to renew.
- Choose effective year. Licenses run July 1<sup>st</sup> to June 30<sup>th</sup> no matter what time of year you apply.
- Valid under organization – **North Central Ohio ESC**
- Mail to organization – **North Central Ohio ESC**
- Complete page and choose Save Application and Done
- Select and Pay
- Click on the Pay \$ (the amount) for selected Application
- Pay online

✓ **Transcript(s):**

A copy of your transcript is acceptable to sign up as a substitute teacher.

✓ **I-9 Employment Eligibility Verification Form and Payroll Forms:**

Employees must provide documents that establish both identity and employment eligibility. Lists of acceptable documents are listed on the back of the I-9 form.

✓ **Criminal Background Check:**

As of November 19, 2007 all applicants must have a BCI and FBI criminal background check completed before they can be Board approved. If you have had a BCI and FBI background check completed within one year and have a valid license, a copy of the results are acceptable.

The North Central Ohio ESC is open to the public for fingerprinting Monday through Thursday, from 8:00 a.m. until 3:45 p.m. and Friday from 8:00 a.m. until 2:45 p.m.

If there is a need for any accommodations during the hiring process (e.g., an interpreter for hearing impaired), please notify the Educational Service Center.

Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Home: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Class of License: Substitute \_\_\_\_\_ 4 Year Resident Educator \_\_\_\_\_ 5 Year \_\_\_\_\_ Permanent \_\_\_\_\_  
 Other \_\_\_\_\_

Teaching area(s)/validations listed on license: \_\_\_\_\_  
 \_\_\_\_\_

Other areas in which you are willing to substitute, other than you areas you are certified in: \_\_\_\_\_  
 \_\_\_\_\_

Would you be willing to tutor? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, in what area(s) and grade level(s)? \_\_\_\_\_

Please mark the school(s) in which you are willing to substitute

**SENECA-WYANDOT COUNTY**

***Carey Exempted Village Schools***

\_\_\_\_ Carey High School  
 \_\_\_\_ Carey Elementary School

***Seneca East Local***

\_\_\_\_ Jr./Sr. High School  
 \_\_\_\_ Elementary

***Hopewell-Loudon Local***

\_\_\_\_ High School  
 \_\_\_\_ Elementary

***Pre-School***

\_\_\_\_ Family Learning Center @Sentinel  
 \_\_\_\_ Carey  
 \_\_\_\_ New Riegel  
 \_\_\_\_ Upper Sandusky

***Mohawk***

\_\_\_\_ High School  
 \_\_\_\_ Elementary

\_\_\_\_ ***North Central Academy***

***New Riegel Local***

\_\_\_\_ High School  
 \_\_\_\_ Elementary

\_\_\_\_ ***Seneca County Youth Center***

***Old Fort Local***

\_\_\_\_ High School  
 \_\_\_\_ Elementary

\_\_\_\_ ***Wyandot County DD (Angeline)***

**MARION COUNTY**

***Elgin Local***

- \_\_\_\_\_ High School
- \_\_\_\_\_ Middle
- \_\_\_\_\_ Elementary

***Pleasant Local***

- \_\_\_\_\_ High School
- \_\_\_\_\_ Middle School
- \_\_\_\_\_ Elementary

***Ridgedale Local***

- \_\_\_\_\_ Jr./Sr. High School
- \_\_\_\_\_ Elementary

***River Valley Local***

- \_\_\_\_\_ High School
- \_\_\_\_\_ Middle School
- \_\_\_\_\_ Heritage Elementary
- \_\_\_\_\_ Liberty Elementary

\_\_\_\_\_ ***Marie English Early Childhood Education***

\_\_\_\_\_ ***North Central Ohio Rehabilitation Center***

**CRAWFORD COUNTY**

***Colonel Crawford***

- \_\_\_\_\_ High School
- \_\_\_\_\_ Intermediate School
- \_\_\_\_\_ Elementary

***Wynford***

- \_\_\_\_\_ High School
- \_\_\_\_\_ Jr. High
- \_\_\_\_\_ Elementary

**UNION COUNTY**

***North Union Local***

- \_\_\_\_\_ High School
- \_\_\_\_\_ Middle School
- \_\_\_\_\_ Elementary

**SANDUSKY COUNTY**

***Fremont City***

- \_\_\_\_\_ High School
- \_\_\_\_\_ Middle School
- \_\_\_\_\_ Elementary

**\*\*BOARD POLICY\*\***

*In order to have your name removed from the substitute teacher list, the request must be submitted in writing to the North Central Ohio ESC.*

***Office Use Only:***

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Transcript(s)
- \_\_\_\_\_ Valid License
- \_\_\_\_\_ BCI Report
- \_\_\_\_\_ FBI Report
- \_\_\_\_\_ I-9 Form and Payroll Forms
- \_\_\_\_\_ Board Approval Date

## CRIMINAL RECORD QUESTIONNAIRE

The following questions are to be answered by all personnel who have been offered employment with the North Central Ohio Educational Service Center.

Pursuant to Ohio Revised Code (ORC) 3319.39, any applicant under final consideration for appointment, or employment in a position with a board of education as a person "responsible for the care, custody, or control of a child," must submit to a criminal records check conducted by the Bureau of Criminal Identification and Investigation. Except as provided by ORC 3319.39(B) (1), no school district may hire a person for one of these positions if that person has been convicted of or pleaded guilty to certain offenses listed in Senate Bill 38, as reported by BCI. Such offenses include: any felony; any drug offense that is not a minor misdemeanor; any offense of violence; any theft offense; corruption of a minor; sexual imposition; importuning; any substantively comparable offense of a municipal corporation. Nor may a school district hire any person who refuses to submit to a criminal records check.

A school district is authorized to conditionally employ a person pending outcome of that person's BCI/FBI background check(s). If the results of the background check(s) indicate that the person is not eligible for the position in which he or she is employed, the school district must release the person from employment.

Information obtained by a school board from a BCI background search is confidential and not subject to disclosure. If you are not employed by this school district, the background check information will be destroyed.

If you have ever been convicted of one of the crimes listed in Revised Code Section 3319.39, you should answer "YES" and furnish the date, place and the name of the offense for which you were convicted.

\_\_\_ Yes, I have such a conviction.

\_\_\_ No, I do not have a conviction, OR I do not have such a conviction, my license has been reinstated after the conviction was reported to the State Board of Education.

Details of my conviction are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant understands that failure to reveal any crimes as indicated above will be cause for immediate dismissal.

\_\_\_\_\_  
**Signature of Applicant**                      **Date**                      **Witness**                      **Date**