



Tiffin Campus

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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 1st to June 30th 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***

____ ***Wyandot County DD (Angeline)***

Old Fort Local

____ High School
 ____ Elementary

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**