



Linda T. Keller
Superintendent

Lorraine A. Earnest
Treasurer

Substitute Teacher Application Packet

Thank you for your interest in being a substitute teacher through Mid-Ohio ESC. We will need the following documents to complete your packet and to put your name on the sub list we provide to our client districts:

- Mid-Ohio ESC Substitute Teacher application. **You must submit your application to sub through Mid-Ohio ESC before making your application to ODE for your sub license.**
- \$22 annual application fee to process your application - We accept cash, check (payable to Mid-Ohio ESC) or credit/debit card.
- BCI and FBI (State & Federal) background check - An electronic copy must also be sent to the Ohio Department of Education (ODE) before they will issue a substitute license. We accept background check results that have been done within one year of application.

Note: Fingerprinting can be done at Mid-Ohio ESC. Our hours for fingerprinting are Monday through Friday from 8:15 a.m. until 3:45 p.m. The cost for both BCI/FBI is \$65.

- TB test – You will need a One Step TB Test. This can be done at a walk-in clinic or health department in Crawford, Morrow or Richland Counties by appointment. We accept TB test results if done within a year of application.
In Richland County, TB tests are also done at WorkAble in the Ohio Health Wellness Complex on Fourth Street.
- *Official* transcripts confirming your degree - If you currently hold or have held a substitute or teaching license we will accept a copy of your transcripts.
Note: If this is your first time applying, ODE will also need official transcripts. These transcripts will not be returned by the Ohio Department of Education.
- Substitute license - The application for your substitute teaching license or to renew a substitute teaching license is online through the Ohio Department of Education (ODE) at www.ode.state.oh.us. Please see the attached document which explains the online application/renewal process.

Please feel free to call 419-774-5520 or email grove.kathleen@moesc.net if you have any questions.

CONFIDENTLY LEADING THROUGH
COLLABORATION, CUSTOMIZATION AND CREATIVITY