Kevin Kimmel
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 place your name on the substitute list we provide to the districts you select on your application:

- Mid-Ohio ESC Substitute Teacher application. **You must submit your application to substitute through Mid-Ohio ESC before making your application to ODE for your substitute license.**

  Note: There is no application fee for the Mid-Ohio ESC Substitute Teacher application for the 2023-2024 school year.

- 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 are no older than one year from the date of your application.

  Note: Fingerprinting for a background check can be processed at Mid-Ohio ESC by appointment only. Appointments are made on our website www.moesc.net. Our hours for fingerprinting are Monday through Friday from 8:30 a.m. until 3:30 p.m. The cost for the FBI is $40; BCI/FBI is $70.

- Substitute license - The application for your substitute teaching license or to renew a substitute teaching license is completed online through the Ohio Department of Education (ODE) at www.ode.state.oh.us.

  Note: If you are a licensed teacher, and your license has not expired, you do not need to apply for a substitute teaching license.

  Note: If this is your first time applying, ODE will need official college transcripts. These transcripts will not be returned by the Ohio Department of Education.

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

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