



RENEW YOUR ACTIVE STATUS NOW TO SUBSTITUTE IN 2016-17

Beginning **April 1st** you may complete and submit the application for **Job # 6496** to reactivate your file for next year. See **renewal information on page 3**.

Changes this year –

- Make sure to attach your current ODE credential that shows an expiration date of June 30, 2017 (or later)
- No longer will you need to attach your BBP certificate of completion to your application. Simply indicate you have completed the course on your renewal form.
- If you complete your renewal by June 1st your Aesop account will stay active.

The ESC requires you to work at least five assignments during the current school year. All or part of these jobs may be half-day assignments.

If you worked less than five assignments, you may request a one time waiver. This request is now built into the renewal application.

To renew your ODE license, log onto www.education.ohio.gov to access your SAFE account. Use **046938** for the IRN number so your application will be routed to the ESC COG for approval.



ESC-COG Job Fair

Wednesday, April 6, 2016

10:00 a.m. to 6:00 p.m.

2080 Citygate Drive, Columbus 43219

Do you know anyone who is interested in substituting for the ESC-COG as a teacher, paraprofessional, custodian, secretary, school nurse, sign language interpreter?

Please spread the word!

All are welcome!

NEW! Online Safety Courses for Employees

Working in a School Environment

Online safety training is important, not only for the safety of the students, but we also want to make sure our employees have access to the necessary safety training.

Beginning with the 2016-2017 school year, you will discover that our online safety course catalog in Public School Works is now available to our substitute employees. *Please note that proof of additional online training may be required for substitute teachers completing a long-term assignment.*

M-026 Bloodborne Pathogens for School Employees, 30 minute course, required annually

M-013 Fire Safety, 20 minute course, required at initial hire

M-014 Hazard Communication for School Employees, 20 minutes, required at hire

M-015 Lock out/tag out 45 minutes, required at initial hire

M-134 Ohio Ethical Use of Tests, 10 minutes, required at initial hire

M-135 Ohio Ethics Law, 10 minutes, required at initial hire

M-251 Reporting Fraud, 5 minutes, suggested annually

C-002 ESC-COG Substitute Employee Handbook, required annually

C-005 ESCCO Electronic Data Security, required at initial hire and annually thereafter

Also, below is the “suite” of training modules required by HB 276

M-207 HB 276 Module 1 – Preventing Child Abuse and Human Trafficking, 60 minutes, 5 year renewal cycle

M-208 HB 276 Module 2 – Depression and Self-Destructive Behaviors, 45 minutes, 5 year renewal cycle

M-209 HB 276 Module 3 – School Violence, 45 minutes, 5 year renewal cycle

M-210 HB 276 Module 4 – Substance Abuse Prevention, 45 minutes, 5 year renewal cycle

M-211 HB 276 Module 5 – Positive Youth Development, 45 minutes, 5 year renewal cycle

Classified Corner

(for all non-teaching substitutes)

When renewing your active substitute status, the online Blood Borne Pathogen (BBP) training is required. To access the BBP training, please follow these steps:

- (1) Log onto Public School Works: https://www.publicschoolworks.com/Pages/login.asp?di=997&dia=joppm&url=%2FLMS%2FlmsPersonCourses.php%3Fdi%3D997%26dia%3Djoppm&psw_l=1&lms_l=1&&mi=5
- (2) Use the same username and password as you have in the past

For new applicants, please follow these steps:

- (1) Request an orientation waiver at the following address: <https://www.surveymonkey.com/r/?sm=nLS5CVx8%2bxRchqg7bDILGOOY%2f3BgyU8H5K55%2f2rrCA%3d>
- (2) You will receive an email prompting you to begin the training.

In either case, if you have questions or have difficulties, please email our help desk at: substitute@escoco.org

Leaving the ESC – COG Substitute Consortium

If you decide that you do not wish to substitute during the 2016-2017 school year, the ESC - COG requires a letter of resignation. You may email your resignation letter to substitute@escoco.org or write us at:

**ESC – COG Substitute Consortium
2080 Citygate Drive
Columbus, Ohio 43219**

INSTRUCTIONS FOR RENEWAL APPLICATION

Click on this link <https://phlaptweb3.applitrack.com/duesc/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=6496> to open up your existing file in Applitrack. On the right hand side click on the click on the orange and black apply button. Then click on **LOGIN** to access your existing account .

1. Review your current information and update any changes (address, phone number, etc.)
2. **New** You will be asked to indicate on your renewal if you are renewing as a substitute teacher, non-teaching substitute or both.
3. Complete your Substitute teaching preferences (where you would like to substitute)
4. Complete your substitute non-teaching preferences (where you would like to substitute)
5. **New** Complete the In Case of Emergency section
6. **New** Attach your current ODE license or ODE Educational Aide permit. If you need to renew your ODE credential, go to www.education.ohio.gov and log in to your SAFE account. If you are renewing a long or short term substitute teaching license or applying for an Educational Aide Permit, you will need the IRN number for the ESC which is **046938** . This code will forward your application to the ESC-COG office for the Superintendent's signature. If you have questions about the ODE license or permit application process, please contact the ODE Office for Educator Licensure at 614.466.3593.
7. **New** Under the annual BBP safety training you still must complete the BBP safety course, but you no longer need to attach it to your certificate to your renewal.
8. **New** If you were registered to substitute last year, but were not able to work at least five substitute assignments, you may request a one-time waiver. This is now built in to the renewal document.
9. Review the ESC-COG Substitute employee handbook that is posted on our web site and then sign the renewal application with your legal name to acknowledge that fact.
10. Submit the application electronically by clicking the **FINISH** and **SUBMIT** button. Your file will be automatically forwarded to our staff for review. If you have questions on your status, you may contact our staff at substitute@escco.org
11. Our staff will review your file and will email you when your file has been updated.
12. **New** Returning substitutes that complete the renewal prior to July 1, will **NOT** be deactivated over the summer, ensuring you can access jobs in August.

At the end of the day, you must leave a detailed report for the regular teacher. Below is a list of the vital portions of your report:

- Your name and phone number or email address
- The date (and period if teaching grades other than elementary)
- Notes regarding the lesson plans – if you were unable to finish the plan, let the teacher know where you ended (i.e., page 75, paragraph 3 or Act 2, Scene 1, Line 18)
- Details if you taught a lesson in addition to the prepared lesson plan or if you taught your own lesson (acceptable only in the event no lesson plans were available)
- Notes regarding student behavior (be sure to include the names of well-behaved students as well as those who needed correcting)
- The names of the “Most Helpful Students”
- Any other messages or information you wish to leave for the regular teacher.

Last Minute of the Day Fillers*

You’re substituting in an elementary school and the lesson plans are finished, papers are turned in and you still have a few minutes of the school day left. What do you do now?

Ask the students one of the following questions to fill in the last bit of time before dismissal:

- **How many languages can you name?**
- **Make a list of the 10 largest animals you can think of.**
- **List as many breakfast foods as you can (commercial names, such as “Wheaties” and “Cheerios” or “oatmeal” and “bacon and eggs” are all acceptable).**
- **What are the places where you can find sand?**
- **List as many states and their capitals as you can.**
- **How many countries of the world can you name?**
- **Name the different sections of a newspaper.**
- **How many musical instruments can you name?**
- **Which instruments are in an orchestra?**
- **Which instruments are in a band?**
- **Name as many US Presidents as you can.**
- **How many forms of transportation can you name?**
- **Name the states that have the letter “e” in them.**

Consider letting students work in groups to complete an activity, or instruct them to work independently and then form small groups for the last five minutes of the activity. While in groups, the students can discuss the activity and jointly form answers. Working cooperatively can relieve some of the pressure some students feel to get the “right” answer.

At the end of an activity or lesson, getting feedback or a form of evaluation from the students is very helpful. One way to do this is to ask each student (or group if the students are working cooperatively) to state at least one new thing they learned from the activity or lesson.

“Tell me and I forget, teach me and I may remember, Involve me and I learn.”

Benjamin Franklin

