



## ESC | COG

# SUBSTITUTE NEWSLETTER

## RENEWAL APPLICATIONS

NOW BEING ACCEPTED

**You should have received an email of reasonable assurance asking about your intent to renew your substitute license.**

If you wish to keep your active status as an ESC-COG Substitute Employee for the 2017-18 school year, you must complete the renewal application.

---

**In order to renew, you must have worked at least five assignments in the past year.** If you worked less than this, you may request a one-time waiver, which is built into the renewal application.

**Attach your current ODE credential showing the valid expiration date with your renewal application.** If you need to renew your ODE credential, see the information below on License/Permit Renewals.

**You are required to complete the Blood Borne Pathogen training when renewing active status.** See Blood Borne Pathogen section for more information.

**If you choose not to return as a substitute for the 2017-2018 school year,** you must submit a letter of resignation to the ESC-COG Substitute Consortium: [substitute@escco.org](mailto:substitute@escco.org).

RENEWAL INSTRUCTIONS

[\*Download the PDF\*](#)

ONLINE APPLICATION

[\*Access Job 7857\*](#)

**Questions or Concerns?**

**Email us at [substitute@escco.org](mailto:substitute@escco.org).**

*Please direct payroll questions to [COGPayroll@escco.org](mailto:COGPayroll@escco.org)*

# UPDATES WHAT TO KNOW

## ODE LICENSE/PERMIT EXPIRATION

Renew your short- or long-term license through your [Ohio Department of Education SAFE account](#).

Use IRN 046938 to ensure your application is linked to the ESC of Central Ohio for our records.

## BLOOD BORNE PATHOGEN TRAINING

All substitutes must complete BBP training when applying or renewing an application for the 2017-18 school year.

[Log in to your Public School Works account](#) to complete your training.

## BACKGROUND CHECKS

**The lifespan of a background check is five years.** Time to renew yours? Come to the ESC of Central Ohio.

### Central Office Walk-In Hours

Monday: 8:30-11:30 a.m.  
Wednesday: 2-4 p.m.  
Thursday: 8:30-11:30 a.m.

### Northern Office Walk-In Hours

Monday, Wednesday, Thursday  
9:15 a.m.-2:00 p.m.

*The ESC Northern Office is now located in the Willis Education Center.*

### Willis Education Center

74 W. William Street  
Delaware, OH 43015

[Visit the website](#)  
for more information.

*“Education is not the filling of a pail, but the lighting of a fire.”*

*- W.B. Yeats*

## ONLINE SAFETY COURSES

Online safety training is an important component of employment through the ESC-COG. We want our employees to be equipped with the necessary safety training to ensure students are taught in a safe environment.

Currently, the Blood Borne Pathogens for School employees (M-026) course is required for all ESC-COG new hires and must be renewed each year.

Check out the [online safety courses available](#) free of charge or [log into Public School Works](#) to get started today.

## best practices SUB REPORTS

It is important to leave a detailed report for the teacher for whom you are filling in. Please refer to this list of best practices as a reminder of what to include on your sub report at the end of each day.

### **Your contact information**

*Name, phone number, email*

### **Date and period if applicable**

### **Notes regarding lesson plans**

*If you were unable to finish the plan, make a note for the teacher of where you ended*

### **Provide details on any lesson you gave as a supplement to the prepared lesson plan, or if you taught your own lesson**

*Teaching your own lesson is acceptable only in the event that no lesson plans were available to you*

### **Notes on student behavior, both good and bad**

*Include student names*

### **Who were your most helpful students?**

### **Other messages or important information to note**