



FALL 2019

# NEWS



## Reminder

We currently have 2,951 active substitutes registered with the ESC-COG at this time. Just a reminder that in order to renew next year you must complete a minimum of ten assignments (can be either full or 1/2 time assignments) during the 2019-2020 school year.

## ODE license renewal for 2020-2021 begins November 2019

The Ohio Department of Education issues one-year or five-year substitute teaching licenses to applicants who meet qualifications and who have been hired to serve in schools or school districts.

[Learn more](#)

## Have you created your school preference list?

You can create a preference list within your absence management account to identify the schools where you do and do not want to work.

[Read this article for more](#)

## Time to complete your 5-year FBI background check?

ESC criminal background check services are available at both offices listed below and there is no need for an appointment. We are beginning our third year at our Northern Office location in the Olentangy Schools Central Office.

### Central Office

2080 Citygate Drive  
Columbus, OH 43219  
614.445.3750

### Northern Office

7840 Graphics Way  
Lewis Center, OH 43035  
740.657.5060

Mondays: 8:30-11:30 a.m.  
Wednesdays: 2:00-4:00 p.m.  
Thursdays: 8:30-11:30 a.m.

Monday: 8:00-11:00 a.m. & 1:00-3:30 p.m.  
Wednesdays: 8:00-11:00 a.m. & 1:00-3:30 p.m.  
Closed Tuesday, Thursday & Friday

The cost for an electronic background check is \$29 for the BCI (Ohio) background check, \$26 for the FBI (nationwide) background check and \$55 if both the BCI and FBI checks are processed, payable only by credit card.

[Find out more](#)



## W-2 form

You can update your personal information in the EAC ([Employee Access Center](#)) area when you log in to view your direct deposit data.

**Questions? Contact [substitute@escoco.org](mailto:substitute@escoco.org)**