



educational service center
of Central Ohio



Checklist

- ☐ **Complete the ESC of Central Ohio Application**
 - [Paid Tutor Application](#)
 - [Volunteer Tutor Application](#)
- ☐ **Complete Background Check (required per Ohio Revised Code Section 3319.291)**
 - If you need a current background check, please email TutorOhioKids@essco.org for support.
 - Already have one? Please upload your documentation once you receive a link from Human Resources during the application process.
- ☐ **Complete I-9 Verification**
 - The I-9 Verification is an in-person process completed at a local educational service center (ESC).
- ☐ **[Register as a Tutor with the Ohio Department of Education and Workforce](#)**
 - See DEW Tutor Registration Support Document.
- ☐ **If you do not have a teaching or substitute license, complete the SAGA Tutor Training Modules.**
 - A link will be sent once you have completed the first step above.
- ☐ **Attend a Virtual ESC of Central Ohio Orientation Meeting (required)**

***If you need assistance, please send an email to TutorOhioKids@essco.org.**