

NEWSLETTER

ESC-COG SUBSTITUTES | SPRING 2019

RENEWAL REMINDERS

The following are required in order to renew your substitute status for the next school year.

You must have worked at least 10 assignments in the past year. **Half-day assignments count as one assignment.*

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 in the Renewing section on page 2.

Complete the annual Blood Borne Pathogen training and the ESC-COG Substitute Employee Handbook acknowledgement.



RENEWAL APPLICATIONS

NOW OPEN

If you wish to keep your active status as an ESC-COG Substitute Employee for the 2018-2019 school year, you must complete the [renewal application](#).

All renewals completed on or before **July 1** will remain active for 2019-2020 school year.

If you choose not to return as a substitute for the 2018-2019 school year, you must submit a letter of resignation to the ESC-COG Substitute Consortium at substitute@escoco.org.

INSTRUCTIONS

Download step-by-step instructions for guidance.

ONLINE APPLICATION

Begin the renewal application, Job ID 179.

Your letter of reasonable assurance for the 2019-2020 school year was sent via email on April 1. If you did not receive it, please email substitutes@escoco.org.



**Be sure to check your spam or junk folder before contacting us.*

2019-2020 ODE LICENSURE UPDATES

Effective July 1:

- › ODE issues a one- or five-year substitute teaching license.
- › Applicants who hold a post-secondary degree in education will be issued a substitute teaching license valid for teaching in all subject areas and teaching fields.
- › Applicants who hold a post-secondary degree in a subject area that aligns with a teaching field as determined by ODE will be issued a license in that field.
- › There is no limit on the number of days that may be taught as a substitute teacher.



RENEWING?

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

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

“A ship is always safe at the shore-but that is not what it is built for.”

- Albert Einstein



FINGERPRINTING & BACKGROUND CHECKS

The lifespan of an FBI background check is five years. Time to renew yours? We can help.

The ESC Central Office and Northern offices offer walk-in services. [Visit our website](#) for pricing and more details at www.escco.org.

Central Office

2080 Citygate Drive
Columbus, OH 43219

Monday: 8:30-11:30 a.m.

Wednesday: 2-4 p.m.

Thursday: 8:30-11:30 a.m.

Northern Office

7840 Graphics Way
Lewis Center, OH 43035

Monday: 8-11 a.m. & 1-3:30 p.m.

Wednesday: 8-11 a.m. & 1-3:30 p.m.

**The ESC Northern Office is closed on Tuesdays, Thursdays and Fridays.*



PUBLICSCHOOLWORKS ONLINE TRAINING

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

[Log in to PublicSchoolWORKS](#) to see all the free online safety courses available and get started today.



SUICIDE AWARENESS & PREVENTION TRAINING

While it's already required that public school employees attend youth suicide awareness and prevention programs as a part of in-service training, recent legislation has incorporated a required frequency of this training once every two years.

This new legislation does not specifically mention substitute employees; however, PublicSchoolWORKS' online training catalog is available to all ESC-COG active substitutes.

Consider exploring the [online training catalog](#) and complete additional training to support your work in the school.



ADDITIONAL ANNOUNCEMENTS

WELCOME

Wellington School will be joining the ESC-COG Substitute Consortium for 2019-2020 school year.

PAYROLL PROCESSING

Fairbanks Schools substitute payroll will be processed through the ESC-COG beginning next year.