



SPRING 2020

# Substitute Consortium News

## Renewal Tips

The Governor has now extended the school closure order through at least Friday, May 1st. However, our ESC-COG Substitute Consortium staff is working remotely and they are ready to process your annual renewal.

The annual substitute renewal process allows our office the opportunity to update your information as well as provide you with reasonable assurance of similar employment for the upcoming year.

### What is reasonable assurance?

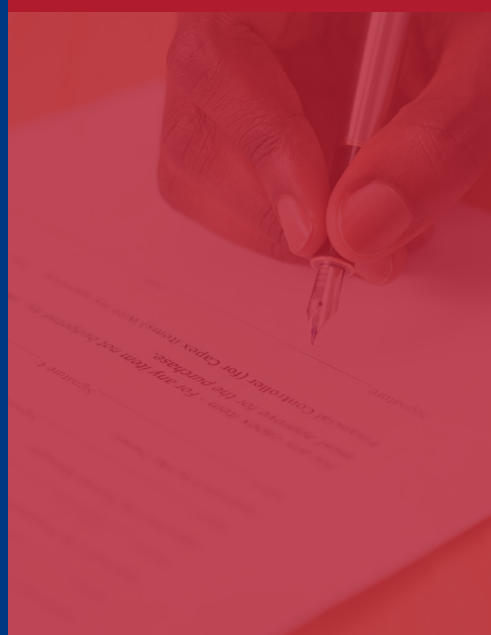
In compliance with state law, we are required to provide you with a written statement assuring that the likelihood of returning to your position is high and that we do not expect any reason to no longer accommodate your employment. The following items are required in order to renew.

- Complete Job ID 180, this includes updating/verifying your address, email and school preferences
- Attach your current ODE license (valid for 2020-2021)
- If necessary, update your FBI background check (required every 5 years of employment) A copy of the results must go to the Ohio Department of Education and to the ESC-COG HR office (attach your 5 year renewal to eForm ).
- Complete the annual Bloodborne Pathogen training and the ESC-COG Substitute employee handbook, including the *Acknowledge* pages in Public School Works. You may access and complete other training courses in the Public School Works Catalog if you choose.

*\*Note the 10 substitute assignment requirement will be waived for renewal purposes as a result of the closure of schools this spring.*

## License Renewal

Visit the [Ohio Dept of Education website](#) for full details.



## Summer Camp Opportunities

The Down Syndrome Association operates Summer Camps in locations throughout Central Ohio. They are seeking to fill these positions:

- 2 Certified Education Professionals (at each location) - (Columbus) Whitehall, (Columbus) Georgian Heights, Lancaster, and Marion
- 1 Certified Educational Professional (at each location) - Newark and Knox
- 1 Classroom Aide (at each location) - Lancaster, Pickaway, Knox and Marion

Available substitute positions:

- June 24-25 (Knox) 1 Certified Education Professional
- July 13-16 (Knox ) 1 Classroom Aide

Interested? Candidates should email their resume with a cover letter to Melanie A. Herring, M.S.Ed , Program Coordinator of Education Services at [mherring@dsaco.net](mailto:mherring@dsaco.net).





## Background Check Changes

The Ohio Department of Education has been notified by the Bureau of Criminal Investigation (BCI) it is processing background checks at this time. Any applicant who needs to complete a background check should contact BCI at (855) 224-6446 for instructions on how to complete fingerprint collection at home.

Visit the [Ohio Department of Education](#) for details on background checks.

## Employee Access Center

All ESC-COG Substitute pay is done through direct deposit. You can access your [Employee Access Center](#), or EAC, account online. In the EAC, you can request updates to certain elements of your employee record by clicking on the "Update" button and entering the desired changes. (NOTE - the Address 2 line is not for a repeat of your address from the Address 1 line.)

Name Change: [Start a new COG Name Change Form](#)  
Direct Deposit Change: [Start a new Direct Deposit Change Form](#)



## ESCCO Website Updates

The ESC of Central Ohio website will continue to share the latest information regarding the impact from COVID-19 crisis.

[Visit our website](#) for up-to-date information and resources to aide in this difficult time.

Questions? Contact [substitute@esc.co.org](mailto:substitute@esc.co.org)  
or visit our [Substitutes page](#) for full details.