

The Substitute Process – Step by Step

The 5 Steps of the Process

Step 1 - Complete the Application for substitute teaching or non-teaching substitute

Step 2 - Obtain your Ohio teaching license, substitute license, or educational aide permit

Step 3 - Complete your BCI and FBI background checks

Step 4 - Complete your payroll forms

Step 5 – Complete courses on Public School Works

Step 1 – The Application

1. Go to the [ESC of Central Ohio website](#).
2. Click on Substitutes.
3. Click on New Applicants.
4. Click on Substitute Teaching OR Non-Teaching Substitute.
5. Click the RED “Apply”.
6. Click on the START button to begin the application. Continue to complete all fields for each page of the application.
7. Confirmation page/error – this page will let you know that you completed all the questions OR that you did not complete a question or section of the application. You will not be able to submit until you have completed the entire application.
8. Click on the “Submit Application”, you will be asked if you are sure you want to submit the application – Click “OK”.
9. You should see a message that your application was submitted. If you do not see this message then you must go back and complete the areas that you missed.



Step 2 – Obtain your license

If you do not have a professional teaching license you MUST obtain your Ohio [substitute license](#) or [educational aide permit](#) from the Ohio Department of Education (Use IRN 046938 for superintendent signature).

Step 3 – Complete your background checks

Complete both your [BCI and FBI background checks](#) (If you are not obtaining your background check(s) through the ESC, be sure to have results electronically submitted to the [Ohio Department of Education](#) and a copy mailed to the ESC of Central Ohio, ATTN: HR Department, 2080 Citygate Drive, Columbus OH, 43219).

Next:

- After your application has been received, you will receive an email notification to log in to your ESC Employment Application account ([substitute teaching](#) or [non-teaching substitute](#)) and complete the required eForm packet.
- Schedule an appointment online at [Central Office](#) or [North Office](#) and bring acceptable original identification documents for verification to the ESC office. Identification document verification must be in-person.

Step 4 – Complete your payroll forms

You will receive these forms after you have submitted your application.

Step 5 – Complete Public School Works courses

You will receive an email from the ESC with a link to your training courses within 2 business days after submitting your application. You must complete all the courses.

After all of the above steps have been completed, your file will be reviewed by staff and you will be notified by email when your [Absence Management](#) account is activated. Absence Management will allow you to select job assignments.



The Substitute Process – Checklist

- _____ I have completed the application
- _____ I have obtained the proper licensure through the Ohio Department of Education
- _____ I have obtained my background check
- _____ I have presented my identification documents for visual verification
- _____ I have completed the payroll forms
- _____ I have completed the Public School Works courses

