The annual reactivation period for the 2020-2021 school year for all active ESC-COG substitutes opened on April 1, 2020.  You are considered an active substitute employee as long as you have used Absence Management through our consortium to accept (at least) 10 assignments during the 2019-2020 school year. ***(****Please note: We are waiving the 10 assignment requirement from last year for the 2020-2021 school year.)*

In Recruiting and Hiring, your user name is your email address and your passwordis one that you created. If you need help, click on "forgot my password".

If you had a break in service as a substitute employee, which means you have not worked,and were not paid by the ESC over the past 12 months, you will need to reapply as a new substitute employee, update your eForm packet (current BCI/FBI background checks, direct deposit forms state, federal and local tax withholding forms), and complete the online substitute onboarding course C-012 in Public School Works.

**Steps to renew your application as an ESC-COG Substitute:**

* Attach your current Ohio Department of Education (ODE) 2020-2021 license (teaching, substitute license, educational aide permit, or CT 37 license for career centers) an electronic copy of your license is available on line from ODE through your OH/ID Portal **(**formerly SAFE account). **Don't forget that you will need to update your** **FBI background check every five years and send a copy to both the ESC-COG office and Ohio Department of Education.**
* After April 1st complete these required courses in Public School Works.
	+ Annual Blood Borne Pathogens training course
	+ ESC-COG Substitute Employee handbook in Public School Works
	+ M-850 COVID-19 How to Protect Yourself and Others
	+ C-005 ESC Electronic Data Security.
* All substitutes will be issued an ESC email account this year.
* Verify your emergency contact information under the “In Case of Emergency" is accurate.
* Select your school district preference(s). The top preference section is for substitute teaching and the bottom section is for non-teaching assignments.

Once you have completed and submitted the renewal, you should see a green check mark displayed on the screen and you will receive an email acknowledgement receipt.
The ESC-COG human resources staff will review your renewal information. When your file has been reactivated for 2020-2021 you will be notified by email.  Renewals completed and submitted before July 1st will remain active for the upcoming year.

Questions? Please email our office at substitute@escco.org