



Kevin Kimmel  
Superintendent

Lorraine A. Earnest  
Treasurer

## Substitute Teacher Application Packet

Thank you for your interest in being a substitute teacher through Mid-Ohio ESC. We will need the following documents to complete your packet and place your name on the substitute list we provide to the districts you select on your application:

- Mid-Ohio ESC Substitute Teacher application. **You must submit your application to substitute through Mid-Ohio ESC before making your application to ODE for your substitute license.**

*Note:* There is no application fee for the Mid-Ohio ESC Substitute Teacher application for the 2024-2025 school year.

- If you are applying with an associate degree as your highest level of education, you are required to **provide an official college transcript to Mid-Ohio ESC.**
- If you are applying with a high school diploma or GED as your highest level of education, you are required to have **letters of recommendation sent to Mid-Ohio ESC** by each district/school chosen on the Mid-Ohio ESC Substitute Application.
- BCI and FBI (State & Federal) background check - Background checks must be completed **using the ORC (reason) code of 3319.291 for both BCI and FBI. An electronic copy *MUST* be sent to the Ohio Department of Education (ODE) before they will issue a license. ODE does not accept paper copies or uploaded digital copies.** A paper copy must be sent to Mid-Ohio ESC. Mid-Ohio ESC accepts copies of background check results that are no older than one year (365 days) from the date of your application.

*Note:* Fingerprinting for a background check can be processed at Mid-Ohio ESC **by appointment only.** Appointments are made on our website [www.moesc.net](http://www.moesc.net). Our hours for fingerprinting are Monday through Friday from 8:30 a.m. until 3:30 p.m. The cost for the FBI is \$40; BCI/FBI is \$70.

- Substitute license - The application for your substitute teaching license or to renew a substitute teaching license is completed online through the Ohio Department of Education (ODE) at <https://education.ohio.gov/>.

*Note: If you are a licensed teacher, and your license has not expired, you do not need to apply for a substitute teaching license.*

*Note:* If this is your first time applying, ODE will need official college transcripts. These transcripts will not be returned by the Ohio Department of Education.

- **PLEASE NOTE:** Individuals found guilty of offenses listed in ORC 3319.31 (viewable online) may not be issued a license by ODE or hired by school districts. Please take this under consideration prior to applying for a substitute license.

Please feel free to call 419-774-5520 or email [sub@moesc.net](mailto:sub@moesc.net) if you have any questions.

CONFIDENTLY LEADING THROUGH  
COLLABORATION, CUSTOMIZATION AND CREATIVITY