

## Requirements for Certified positions:

1. Fill out the certified employment application found on this website and submit it to our Board of Education Office.
2. Your application will be presented to the School Board for approval, pending all paperwork.
3. Background check, including BCI and FBI, is required.  
(This can be done at the board office as well if needed. Please contact Nick Clay for an appointment.  
This process has a cost of \$50 cash which is required at time of fingerprinting. Your driver's license is also required to complete the background check.)  
If you already possess a teaching or substitute teaching license, your background check should already be on file with the State of Ohio and we do not need a copy.
4. Driver's License and Social Security Card must be presented to the board office to be copied and a Payroll Packet must be completed for payroll.
5. If you do not yet have a teaching or sub teaching license, you must go to the Ohio Department of Education website. You will set up an OH-ID which is the portal for all licensures for the state of Ohio.  
If you have enough college instructional hours for an associates degree, you can now apply for a non-bachelor's general education substitute teaching license. You will have to specify South Point as your school of instruction.  
If you have a bachelors degree you will apply for the regular General Education substitute license.  
Both of these licensures require you to upload transcripts proving your education level.  
You can also have your college send these directly to the Ohio Department of Education if you do not have copies.  
Once your ID is set up and you apply for the licensure, an email is sent to our superintendent for approval.
6. After all paperwork is completed and we receive your background check and licensure, we will contact our Principals to have you officially added to the sub list.