

Delphos City Substitute School Nurse

*Complete Substitute Application

*Have both a state and federal background check. All background checks MUST go electronically to ODE. They should use our (Delphos City) forms for fingerprinting.

*Provide an official transcript from an accredited college/university reflecting an Associates or Bachelor's degree in nursing, a copy of a valid Ohio board license in nursing and a copy of current CPR/AED certification.

*Apply for a Substitute Pupil Services School Nurse License through ODE. Applicants must have an OH/ID Account and a Department of Education profile. Please use the Delphos Jefferson's IRN 043885 number.

Once an OH/ID Account and a Department of Education Profile is set up, an application for the substitute license can be made using the directions at the following link:

<https://education.ohio.gov/getattachment/Topics/Teaching/Licensure/Apply-for-Certificate-Licensure/Educational-Aides-and-Monitors/CORE-User-Manual.pdf.aspx?lang=en-US>

Returning substitute nurses must complete the following requirements:

RENEW a Substitute Pupil Services School Nurse License through ODE. Applicants must have an OH/ID Account and a Department of Education profile (formerly known as a SAFE account). **PLEASE NOTE: Returning substitutes who skip a year subbing must complete ALL of the steps for NEW subs.**

Questions/Contact Information:

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Licensed School Nurse

Delphos City Schools

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