



Kevin Kimmel
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Substitute Teacher Application Packet

Thank you for your interest in being a substitute teacher. 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 the Mid-Ohio application to substitute through Mid-Ohio ESC before submitting your application to the State Board of Education for your substitute license. A new Mid-Ohio ESC application must be completed each year.**

Note: There is no application fee for the Mid-Ohio ESC Substitute Teacher application for the 2026-2027 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, sent by the university directly 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 a **letter of recommendation sent to Mid-Ohio ESC** by each district/school selected 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 State Board of Education (SBOE) before they will issue a license. The SBOE does not accept paper copies or uploaded digital copies.** Paper copies 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. The hours for fingerprinting are Monday through Friday from 8:30 a.m. until 3:30 p.m. The cost for the BCI is \$35 and 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 State Board of Education at <https://education.ohio.gov/>.
 - ***If you are a licensed teacher, and your license has not expired, you do not need to apply for a substitute teaching license.***
 - ***If you are a college student with a current Pre-Service Permit, you do not need to apply for a substitute teaching license. You will be required to provide an official transcript. Background check reports completed at the time your Pre-Service Permit was issued will be accepted. Pre-Service Permits are valid only when actively enrolled in an undergraduate education program.***

Note: If this is your first time applying, the SBOE will need official college transcripts for all individuals with a Bachelor's degree or higher. 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 the SBOE 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 if you have any questions.

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COLLABORATION, CUSTOMIZATION AND CREATIVITY

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