



# Auglaize County Educational Service Center

*Shawn Brown, Superintendent*

Telephone: (419) 738-3422

Fax #: (419) 738-1267

[www.auglaizeesc.org](http://www.auglaizeesc.org)

1045 Dearbaugh, Suite 2  
Wapakoneta, OH 45895

Dear Prospective Substitute Aide:

The Auglaize County E.S.C. approves and prepares the substitute aide list.

Four items must be completed before your name can be added to the county substitute aide list:

- 1) completed application form ([www.auglaizeesc.org](http://www.auglaizeesc.org))
- 2) copy of a valid Educational aide permit from the Ohio Department of Education,
- 3) evidence of a clear fingerprint report completed within last 365 days,
- 4) renhill requirements completed, **please refer to the last paragraph**

If you do not have a valid aide permit please visit the ODE web site at [www.education.ohio.gov](http://www.education.ohio.gov) and go under Teacher Resources, click on Educator License. Then click on “Apply for a new license” or “Renew a license”. If this is your first time applying for a license online you will need to create a SAFE Account. After you do this click the ODE.CORE and then the “My Educator Profile” apple. At the top of the page click on “My Educator Profile”. Under this tab select “My Applications” if applying for a new license click on “New Credential Application”, click the + by Permit, choose Educational Aide Permit & Monitor Permit. To renew a license click, “My Credentials” at the top of the page, “Select Action” pull down by the license you want to renew, select “Renew” follow through process. The IRN you will need to put in is 045930(Name-Auglaize County ESC). You will need to pay online when you apply. When you are finished applying, the Curriculum Coordinator/Superintendent(e-signer) will be notified to check and sign your application. It is your responsibility to get us a copy of your permit.

If you do not have a recent fingerprint report, you may have that done at our office which is open Monday – Friday from 8 a.m. – 3:30 p.m. The charge for this service is \$57 for both the BCI & FBI. Please bring your driver’s license and correct cash or personal check made payable to Auglaize County ESC. If you are unable to come during these hours, please call our office and arrange for another time.

The ESC contracts with Renhill to call and pay our substitutes in our multiple disability classrooms. Please go to the aide link below and fill out the application and required paperwork, so you can sub in our classrooms.

Aide Link— <https://renhill.tedk12.com/hire/ViewJob.aspx?JobID=419>

Thank you for your interest in becoming a substitute Educational aide in Auglaize County.

Sincerely,

Jenny Berning  
Support Staff Secretary

Enclosure