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.](http://www.)education.ohio.gov, click on the Login tab at the top of the page. Select the OH/ID Protal, and create a SAFE Account. When you go back into the OH/ID Protal after creating your SAFE account, at the top of the page go to “APP Store”. Click on the APP “Department of Education Profile Setup”. Set up your profile. ODE should send you an email to confirm it. Log back into the education.ohio.gov website and click on “Educator licensure & Records (CORE)” APP and apply for your substitute aide permit. Be sure to select the correct effective year for your license. In the “Valid Organization” put our IRN# 045930(Name-Auglaize County ESC). When you come to the Superintendent signature use our IRN# 045930(Name-Auglaize County ESC). Pay and submit. 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 license.

If you do not have a recent fingerprint report, you may have that done at our office by appointment only Monday – Friday from 8 a.m. – 3:30 p.m. The charge for this service is $70 for both the BCI & FBI. Please bring your driver’s license and correct cash or personal check made payable to Auglaize County ESC.

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