Dear Prospective Temporary Substitute Teacher:

The Auglaize County E.S.C. approves and prepares the substitute teacher list for the four county schools in Auglaize County (which include Minster, New Bremen, New Knoxville, and Waynesfield-Goshen Local Schools). Please follow the directions below. If you are interested in working at either of the two city schools (Wapakoneta or St. Marys City Schools), please call or visit their offices individually for information.

The three items below must be completed before your name can be added to the county substitute teacher list temporarily.

1) complete Temporary Substitute Teaching application form ([www.auglaizeesc.org](http://www.auglaizeesc.org))

2) copy of temporary teaching license from the Ohio Department of Education,

3) evidence of a clear fingerprint report completed within last 365 days,

If you do not have a valid temporary teaching license 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 temporary substitute teaching license. 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.

Thank you for your interest in becoming a temporary substitute teacher in Auglaize County.

Sincerely,

Jenny Berning

Support Staff Secretary