

SUB REQUIREMENTS

Ohio Department of Education (ODE)

1. **SHORT-TERM SUBSTITUTE LICENSE**

This license may be issued to the holder of a baccalaureate degree from an accredited institution of higher education. An individual holding a short-term substitute license may teach in a given classroom for no more than 60 (school) days during the current school year. For periods longer than 60 (school) days, an individual with a long-term substitute license must be employed.

2. **LONG-TERM SUBSTITUTE LICENSE**

A long-term substitute license may be issued to the holder of a baccalaureate degree who has evidence of appropriate coursework as follows:

Career-Tech Workforce Development – The district e-signer must verify with his or her electronic signature in the online license system that the applicant has the necessary skills and/or education to serve in the teaching field requested.

3. **BCI/FBI**

Send electronically to ODE and hardcopy to WCCC

Send resume, 3 letters of reference and cover letter to applicant@thecareercenter.net

After interview:

Washington County Career Center

1. Application for Employment & New Hire Forms
2. Criminal Investigation Checks – BCI/BCI