

The Columbiana County Educational Service Center is offering four 1 day training sessions for individuals with a bachelor's degree from an accredited college/university to obtain a substitute teacher license **(you are only required to attend one of the training dates listed).**

If you have obtained your degree in education and have completed your student teaching, you are not required to attend a training session to receive a substitute teacher license.

Included in each training session is information in regards to BCI&I and FBI Background checks, How to Apply for your Substitute Teacher License, What to expect as a Substitute Teacher, and much more.

If you have any questions, please contact Traci Patterson at tpatterson@ccesc.k12.oh.us

Columbiana County
Educational Service Center
38720 Saltwell Road
Lisbon, Ohio 44432



Columbiana County



Educational Service Center

2018 - 2019 Substitute Teacher Training Dates

Dates

Wednesday, August 1, 2018

Wednesday, October 17, 2018

Wednesday, January 9, 2019

Time and Location

9:00 a.m. to 5:00 p.m. at the
Columbiana County ESC

Cost and Payment Information

\$15.00 non-refundable fee

please make checks payable to: Columbiana County ESC

Payment is due 1 week prior to the date of class
please mail payment to the Columbiana County ESC, Attention: Jennifer McCloskey

Registration Deadline

1 week prior to date of class
space is limited, so please register early

Additional Fees

Background Check

BCI&I and FBI Background Check - \$60.00.

If you choose to have your background check completed the day of your training,
we ask that you arrive 30 minutes prior to class starting

If you choose to have your background check completed prior to the day of your training,
the CCESC accepts walk-in's on Mondays and Thursdays from
9:00 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 p.m.

Credit/debit cards are not accepted; if paying with cash please have the exact amount due

Substitute Teacher License

\$25.00 for a 1 year license or \$125.00 for a 5 year license

The license fee must accompany your electronic application on the day of your training

The Ohio Department Education will only accept credit/debit or E-Check.

Your credentials/transcripts will be sent to the Ohio Department of Education once your electronic application
has been approved by the Superintendent.

What To Bring With You On The Day Of Your Training

1. Official College Transcripts (Bachelor's Degree required)

Official college transcripts are required or you
can contact your university/college and re-
quest an electronic copy of your transcripts be
sent directly to the Ohio Department of Educa-
tion.

2. Drivers license or Picture

If you have an out of state drivers license, it
will take additional days to complete the
application to process.

3. Laptop

If you do not have a laptop, one will be
provided for you.

Please note: most tablets are not compatible
with the Ohio Department of Education web
site.

Registration Information

Go to: www.ccesc.k12.oh.us

Click on the Training and Events tab

Scroll down to the
Substitute Teacher Training tab

Click on the Registration link

Continental breakfast will be provided -
lunch will be on your own