NEW SUBSTITUTES :
GUIDE TO BECOMING A SUBSTITUTE

Step 1 - Where do I begin?

What documents do I need to fill out?	Where do I find these documents?
☐ New or Returning Substitute Application..............................Visit www.escwr.org	
☐ FBI and BCI background checks..Call 440-350-2563 ext. 788	
☐ Substitute Preference Checklist...Sent via Receptionist email	
☐ Information Release Form...Sent via Receptionist email	
☐ Substitute Acknowledgement/Substitute Training Video Form..Sent via Receptionist email	
☐ Fraud Reporting Acknowledgement Form.............................Sent via Receptionist email	
☐ Student Privacy Statement & Confidentiality Agreement Form (FERPA)...Sent via Receptionist email	
☐ Substitute Teaching Certificate..https://education.ohio.gov/	
(For help applying for credentials, click here.)	

Step 2 - Wait

- Wait for your Substitute Teaching Certificate to be approved. The Receptionist at the ESC of the Western Reserve will notify you once your file is complete. This could take up to a few weeks, depending on the time of year and how busy each department is.

Step 3 - My file is complete. Now what?

- The Receptionist will notify you when your file is complete and you have been added to the Substitute List for the Districts you have selected. Each district that you select will receive your contact information, and you will be Board approved at their next Board meeting.
- Once you have been Board approved, each district will provide you with a PIN to access AESOP/Frontline, where you will be able to select your availability, view substitute opportunities, etc. You will receive automated telephone calls to accept/decline substitute opportunities.

RETURNING SUBSTITUTES

Step 1 - Fill out necessary documents

Documents that need to be filled out annually: Where do I find these documents?
- ☐ Returning Substitute Application..................................Visit www.escwr.org

Documents that must be current: Where do I find these documents?

- ☐ BCI (must be renewed every 5 years)...........................Call 440-350-2563 ext. 788
- ☐ Credential...https://education.ohio.gov/
  (For help applying for credentials, click here.)

Step 2 - Wait

- Receptionist will review your file and contact you regarding any expired documents.

Step 3 - My file is complete. Now what?

- The Receptionist will notify you that your file is complete and you have been added to the Substitute List for the Districts you have selected. Each district that you select will receive your contact information, and you will be Board approved at their next Board meeting.

FAQ

How do I get an FBI and BCI background check?

- Please call the ESC of the Western Reserve at 440-350-2563 ext. 788 to schedule your appointment.

How do I apply for a substitute teaching certificate?

- Visit https://education.ohio.gov/ to set up your account. Please follow these instructions, should you need assistance. CORE Applicant User Manual March 2022

How long does it take ODE to approve my application?

- It could take a few weeks for your certificate to get approved, depending on the time of year.

How am I notified about substitute opportunities?

- Depending on which districts you sign up to sub in, you may receive several welcome letters, several logins and passwords.
- You will receive automated telephone calls as opportunities arise.

What is AESOP/Frontline?

- AESOP/Frontline is the platform that districts use to notify substitutes of upcoming substitute opportunities.

How do I receive my PIN?

- Each district you have selected will provide you with a PIN. If you have selected more than one district to substitute with, you will have the opportunity to merge all of the districts together and use Multidistrict PIN, which you will create. The website will prompt you to merge districts together, if applicable.

How do I get paid?

- You will be paid directly through the district in which you are substituting. Please direct any questions regarding compensation to each district's Substitute Coordinator.

Who should I contact if I need classroom assistance?

- The building Principal.

Do you have questions about what to expect as a substitute teacher? Take a look at our Subsitute Training Video for some pointers..

- [Substitute Training Video](#)