

Adams County/Ohio Valley School District

141 Lloyd Road

West Union, Ohio 45693

Phone: (937) 544-5586 Fax: (937) 544-3720

Qualifications for Substitute Special Education Aide

Thank you for your interest in becoming a substitute special education aide. Adams County/Ohio School District is dedicated to maintaining a pool of qualified substitutes. We will help you follow the procedure outlined by The Ohio Department of Education. Be forewarned it will take three (3) to six (6) weeks to process the paperwork after all paperwork has been received.

1. Complete **Classified Application**.
2. Complete **Special Ed Aide Testing**.
3. **BCI (Bureau of Criminal Investigation) fingerprints**. If you have had this done in the past year, all we need is to bring us a copy. If not, this may be done in our office. Contact Phyllis Wolford at 937-544-5586 for an appointment. You will need to bring a **\$25.00 money order, your social security card, and driver's license**. If you have not been a resident of the State of Ohio during the past five (5) years, you will need to have a **Federal Bureau Investigation (FBI) fingerprinting**. This can also be done in our office by contacting Phyllis for an appointment at the number listed above. The cost for the FBI fingerprinting is a **\$35.00 money order**.
4. **Ohio Department of Education Aide Permit**. Complete the permit application and a **\$12.00 check made payable to Ohio T.E.C.**
5. **2-step TB test**. If you have had this done during the past two years, please provide us with a copy of your results. If not, please contact your local Health Department or call Adams County Health Department at 937-544-5547 for an appointment.
6. After you have passed the Aide Test, BCI, FBI (if needed), your paperwork is submitted to our office, and your Aide Permit has been received back from ODE, you will be placed on the substitute list for Board approval.