

Adams County/Ohio Valley School District

141 Lloyd Road

West Union, Ohio 45693

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

Qualifications for Substitute Teaching

Thank you for your interest in substitute teaching. Our schools are stronger when we have qualified substitute teachers as part of our educational team. Adams County/Ohio School District is dedicated to maintaining a pool of qualified substitute teachers. 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. These are the things you must “gather.”

1. **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.**
2. **Ohio Department of Education Substitute License Application.** If you do not have a teaching license or certificate, a substitute license is needed. Complete the substitute license application and provide us with **official transcripts** from the college (reflecting BA or BS) you attended and a **\$12.00 check made payable to Ohio T.E.C.**
3. **Resume with references and experience verification letters** from each school district in which you have worked.
4. **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.
5. After you have passed the BCI, FBI (if needed), your paperwork is submitted to our office, and your substitute license has been received back from ODE, you will be placed on the substitute list for Board approval.