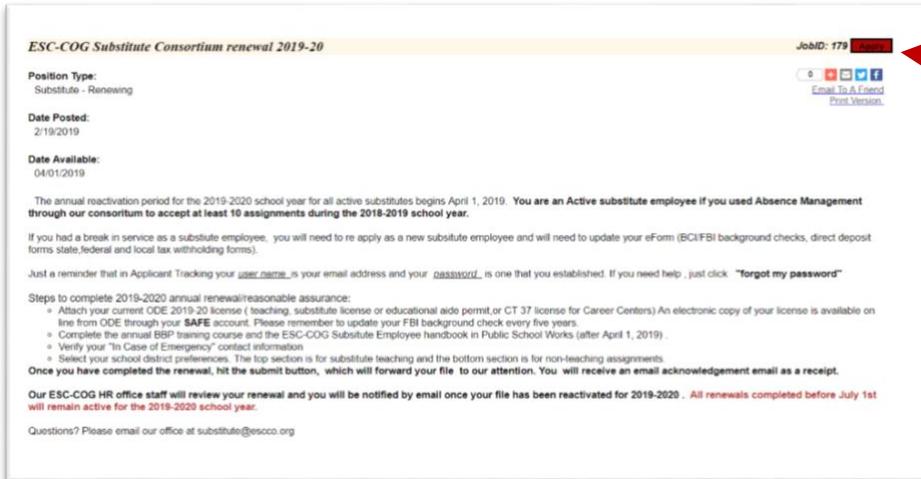


INSTRUCTIONAL DOCUMENT

Annual Substitute Renewal Process

[Access JobID 179.](#)

Click the red “Apply” box in the upper right hand corner.



ESC-COG Substitute Consortium renewal 2019-20 JobID: 179

Position Type:
Substitute - Renewing

Date Posted:
2/19/2019

Date Available:
04/01/2019

The annual reactivation period for the 2019-2020 school year for all active substitutes begins April 1, 2019. You are an Active substitute employee if you used Absence Management through our consortium to accept at least 10 assignments during the 2018-2019 school year.

If you had a break in service as a substitute employee, you will need to re apply as a new substitute employee and will need to update your eForm (BCI/FBI background checks, direct deposit forms state, federal and local tax withholding forms).

Just a reminder that in Applicant Tracking your user name is your email address and your password is one that you established. If you need help, just click: **“forgot my password”**

Steps to complete 2019-2020 annual renewal/reasonable assurance:

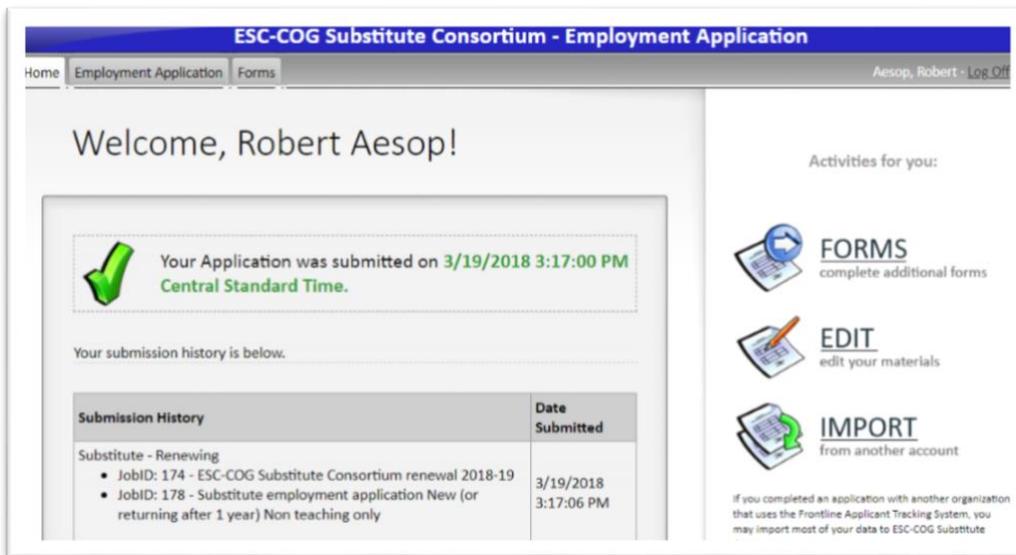
- Attach your current ODE 2019-20 license (teaching, substitute license or educational aide permit, or CT 37 license for Career Centers) An electronic copy of your license is available on line from ODE through your **SAFE** account. Please remember to update your FBI background check every five years.
- Complete the annual BSP training course and the ESC-COG Substitute Employee handbook in Public School Works (after April 1, 2019).
- Verify your “In Case of Emergency” contact information.
- Select your school district preferences. The top section is for substitute teaching and the bottom section is for non-teaching assignments.

Once you have completed the renewal, hit the submit button, which will forward your file to our attention. You will receive an email acknowledgement email as a receipt.

Our ESC-COG HR office staff will review your renewal and you will be notified by email once your file has been reactivated for 2019-2020. All renewals completed before July 1st will remain active for the 2019-2020 school year.

Questions? Please email our office at substitute@escoco.org

A new screen will appear. Log into your account using your current Applicant Tracking credentials.



ESC-COG Substitute Consortium - Employment Application

Home | Employment Application | Forms | Aesop, Robert - Log Off

Welcome, Robert Aesop!

 Your Application was submitted on **3/19/2018 3:17:00 PM Central Standard Time.**

Your submission history is below.

Submission History	Date Submitted
Substitute - Renewing	
<ul style="list-style-type: none"> • JobID: 174 - ESC-COG Substitute Consortium renewal 2018-19 • JobID: 178 - Substitute employment application New (or returning after 1 year) Non teaching only 	3/19/2018 3:17:06 PM

Activities for you:

-  **FORMS**
complete additional forms
-  **EDIT**
edit your materials
-  **IMPORT**
from another account

If you completed an application with another organization that uses the Frontline Applicant Tracking System, you may import most of your data to ESC-COG Substitute

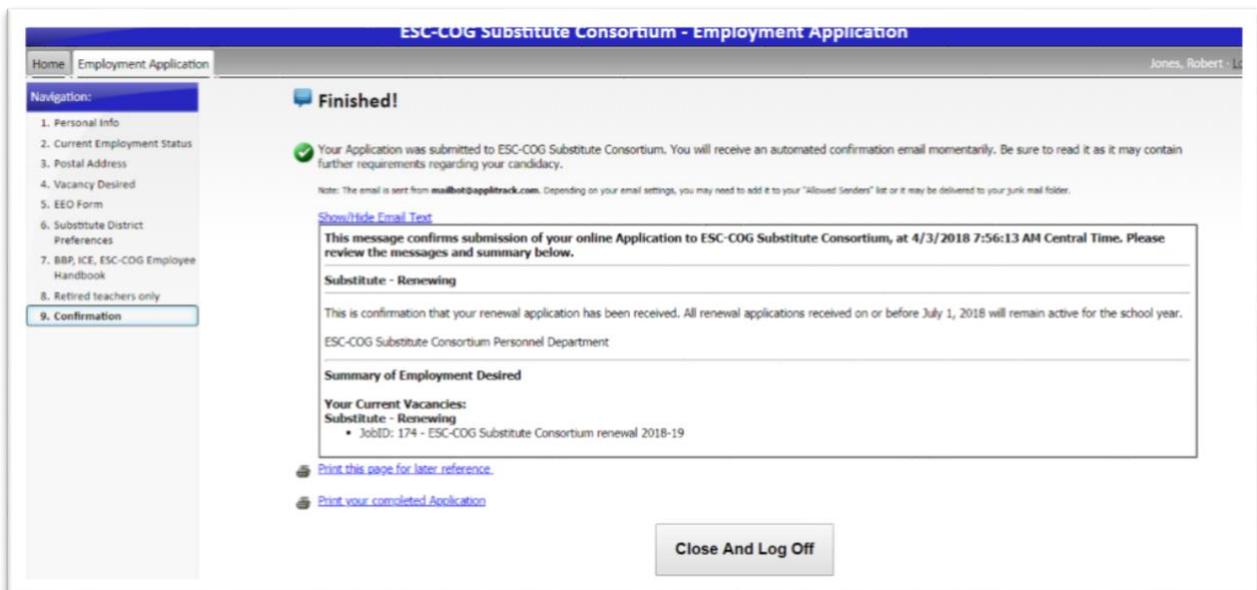
You may be asked again to select a position. If so, choose Job ID 179 (Substitute - Renewing).

On the next screen, the default will be “Yes, I am currently an active employee of the ESC-COG Substitute Consortium.” Click continue.

You will now be taken through the following steps to complete your renewal. Please review each page of the pages and make any required updates.

1. **Personal Info** | Review
2. **Current Employment Status** | Review
3. **Postal Address** | Review
4. **Vacancy Desired** | Select Job 179
5. **EEO Form** | Review
6. **BBP, ICE, ESC-COG Employee Handbook*** | Attach your current ODE license. Access to your license is available through your SAFE account at ODE. Mark that you have completed the two online courses in Public Schools Works. You do not need to attach the certificate of completion as the ESC HR staff has access to those records.
7. **Retired Teachers Only** | Select all districts where you would like and are eligible to accept teaching vacancies. Non-Teaching positions are listed at the bottom of this page and are grouped by classification and member school district.
8. **Substitute District Preferences**
9. **Confirmation** | Submit your application. You should see the screen below after successfully submitting. You will also receive an email confirmation.

**Your access to the Public School Works online training site is the same as last year. The courses must be completed for 2019-2020 after April 1.*



The screenshot shows a web application interface for "ESC-COG Substitute Consortium - Employment Application". The user is logged in as "Jones, Robert". The navigation menu on the left lists steps 1 through 9, with "9. Confirmation" selected. The main content area displays a "Finished!" message with a green checkmark icon, stating: "Your Application was submitted to ESC-COG Substitute Consortium. You will receive an automated confirmation email momentarily. Be sure to read it as it may contain further requirements regarding your candidacy." Below this is a note: "Note: The email is sent from esubot@appltrack.com. Depending on your email settings, you may need to add it to your 'Allowed Senders' list or it may be delivered to your junk mail folder." A "Show/Hide Email Text" link is present. The email content is displayed in a box: "This message confirms submission of your online Application to ESC-COG Substitute Consortium, at 4/3/2018 7:56:13 AM Central Time. Please review the messages and summary below." The email body includes: "Substitute - Renewing", "This is confirmation that your renewal application has been received. All renewal applications received on or before July 1, 2018 will remain active for the school year.", "ESC-COG Substitute Consortium Personnel Department", "Summary of Employment Desired", "Your Current Vacancies:", "Substitute - Renewing", and "JobID: 174 - ESC-COG Substitute Consortium renewal 2018-19". At the bottom of the page, there are two links: "Print this page for later reference" and "Print your completed Application", and a "Close And Log Off" button.