INSTRUCTIONAL DOCUMENT
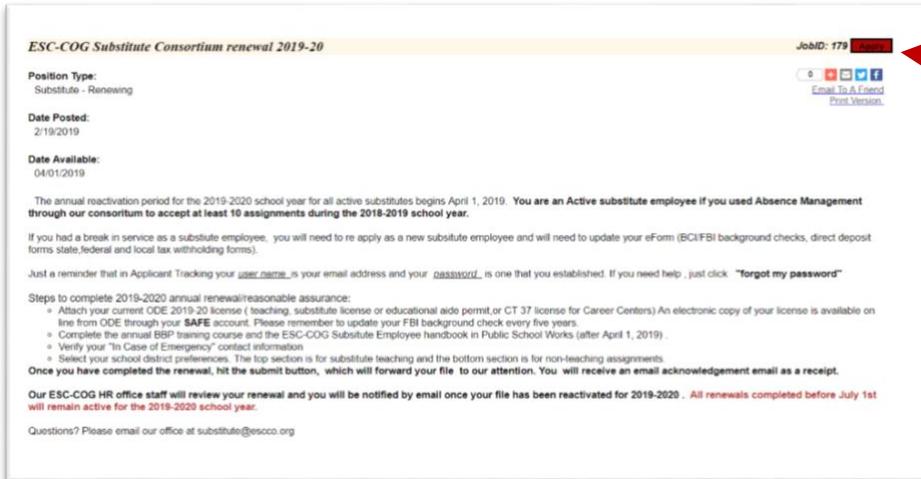**Annual Substitute Renewal Process**

Access JobID 179.
Click the red "Apply" box in the upper right hand corner.

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

You may be asked again to select a position. If so, choose Job ID 179 (Subsitute - Renewing).
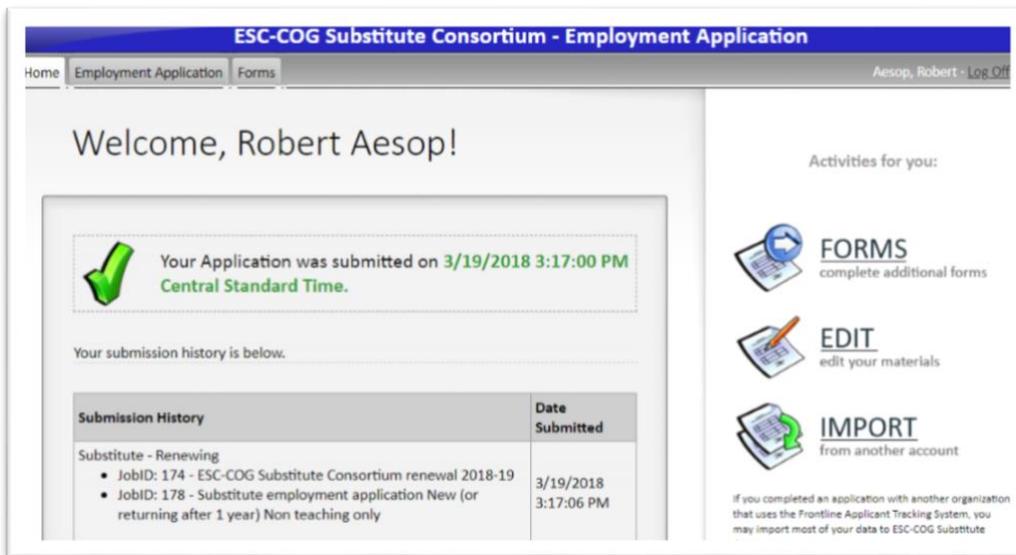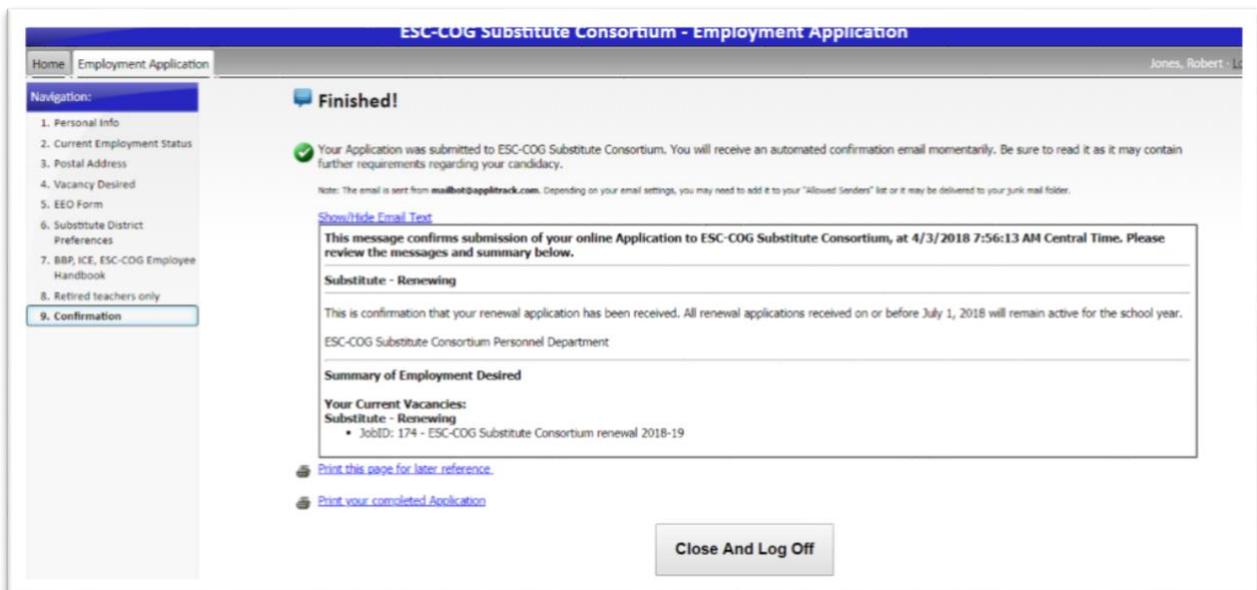
On the next screen, the default will be "Yes, I am currently an active employee of the ESC-COG Substitute Consortium." Click continue.

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.