



**REQUIREMENTS FOR PERSONNEL EMPLOYED
BY MADISON-CHAMPAIGN EDUCATIONAL SERVICE CENTER**
The following is a partial list of the forms and documents required for employment by
Madison-Champaign Educational Service Center.

Please have the following items completed prior to your new hire appointment.

Application

All employees must have a current application on file with our office. Applications can be obtained in our office or downloaded from our website. Please make sure all appropriate pages are downloaded according to the packet required.

TB Testing

Each professional staff member of the Educational Service Center **may** be required to provide proof of freedom from communicable tuberculosis in accordance with law and in accordance with the guidance of the Ohio Department of Health, the local health department, or the Center's medical advisor. Those individuals who will be employed in Champaign County and who have had a positive TB test in the past, need to stop by the health department so they can give that individual a written questionnaire which they need to fill out. This questionnaire acts a screening device to let the health department know whether or not they need further testing. If they need testing, the health department will take care of that. Once that process is completed the Health Department gives the person a piece of paper which they need to present to us at the time of the new hire appointment.

Transcripts

New professional staff members, who are required to have an ODE license, are required to provide our agency with **one set of official transcripts**. If you do not have a set of official transcripts, you need to request official transcripts be sent directly to the Madison-Champaign Educational Service Center office. *One set of official transcripts will suffice if you will **not** need to apply for licensure from ODE.* However, if you need to apply for licensure from ODE you will need to have an additional set of official transcripts sent directly to ODE. (See licensure section below.)

Licensure/Certification

For professional staff members, if you do not currently have a license from the Ohio Department of Education you will need to apply online at the Ohio Department of Education website (www.ode.state.oh.us) and you will need to mail a set of original transcripts to ODE. ORC 3319.36 provides that a teacher may be paid for services rendered during the first two months of the teacher's initial employment with the educational service center, provided such teacher is the holder of a bachelor's degree or higher and has filed with the state board of education an application for the issuance of a provisional or professional educator license. **After two months, pay shall be withheld.**

Aide Permit – Some classified staff members such as paraprofessionals and nurses are required to have an aide permit on file from ODE. If you don't currently have that permit, you will need to apply online at Ohio Department of Education website (www.ode.state.oh.us).

Preschool Staff

Each director and preschool staff member shall be examined by a licensed physician not more than thirty days before employment. An employee medical statement must be on file and available for review by the department.

Criminal Records Check (BCI & FBI)

All employees **must** have a current criminal record check which meets the following requirements completed prior to their first day of employment: For the very first license/permit/certificate issued by ODE: Both a BCI and an FBI are required and these both must be less than 365 days old. Any other license/permit/certificate that an educator applies for: If the applicant has lived continuously in Ohio the previous five years: Only an FBI that is less than five years old is required, if they have BCI background check on file with ODE (no time limit on when it was received by ODE). If no BCI is on record, then they will need to do this background check also. If the applicant has not lived continuously in Ohio for the previous five years: Both BCI and an FBI that are less than five years old are required. This includes BCI and FBI background checks. Our agency offers the BCI & FBI (fingerprinting) services at the time of your new hire appointment. The cost is \$30.00 for BCI and \$30.00 for FBI. **A check or money order will be required the day of the criminal records check.** If you choose to have your BCI or FBI completed at another agency, please be advised that the results must be electronically sent to the Ohio Department of Education.

Please bring the following items or documents with you at the time of your new hire appointment.

Additional Information needed for Payroll Processing

The ESC preferred method of payroll paying is Direct Deposit. Please be prepared with either your checking or savings account information, i.e. voided check.

Emergency Contact Information

Please bring emergency contact information for three responsible people to contact in case of illness or injury. In addition, please bring the address and phone numbers for your doctor, dentist, and preferred hospital.

Employment Eligibility Verification (Form I-9)

Before wages can be paid, all employees must complete an I-9. Please be prepared to present appropriate identification from the list provided on the back of this form.

I have read and understand the above requirements

Employee Signature

Date

LISTS OF ACCEPTABLE DOCUMENTS

(Either one document from list **A** or one document from List **B** and one document from list **C** together)

LIST A (Documents that Establish Both Identity and Employment Eligibility)

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant Admission under the Compact of Free Association Between the United States and the FSM or RMI

Or

LIST B (Documents that Establish Identity)

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor or hospital record
12. Day-care or nursery school record

LIST C (Documents that Establish Employment Eligibility)

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-97)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security