Required Documents

- Current BCI Background Check results (must be no more than one year old)
- Current FBI Background Check results (must be no more than one year old)
  If you need to be fingerprinted, contact Kim at 513-674-4200 to schedule an appointment.
- Photocopies of your identification (Driver’s license and Social Security Card --or-- valid U.S. Passport --or-- other acceptable documents as listed on the I-9 Employment Eligibility Verification)
- Voided personal check OR bank authorization for electronic deposit
- Current ODE License/Certificate (If you need to obtain a SUBSTITUTE LICENSE, please go to http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Apply-for-Certificate-License and follow the instructions. When selecting the organization for the Superintendent’s signature, please choose IRN: 047324 or Hamilton County ESC)

Documents can be brought to an orientation session or mailed to: CCS, 11083 Hamilton Ave., Cincinnati, OH 45231