

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