

Intent to Return Form

If your ODEW (Ohio Department of Education and Workforce) license is expiring on **06/30/2024**, you need to renew your license or apply for a new license and obtain a copy **BEFORE** filling out the **2024-2025 Intent to Return Form** and the **2024-2025 Updated ODEW License Form**.

If your ODEW license expires 06/30/2024, you will receive an email from “noreplycogsubs” (pictured below).

If you do not receive this email, please email us at cogsubs@warrencountyesc.com

Southwest Ohio Council of Governments

Please complete the [Intent to Return and ODE License Required](#). ← 1

- 1 Click the hyperlink “**Intent to Return**”
- 2 When the link opens, the form will open, and you **MUST** enter your contact information.

LETTER OF REASONABLE ASSURANCE / INTENT TO RETURN

2024 – 2025 School Year
May 1, 2024
Due Date 6/30/2024

Employee ID

Employee ID

The Southwest Ohio Council of Governments (SWOCOG) intends to maintain your employment in a similar position for the school year stated above.

Fees

Application fees have been waived to re-apply as a substitute; however, you are responsible for the cost of maintaining an active teaching or substitute license through the Ohio Department of Education and Workforce Development.

Certification

- If your teaching or substitute license through the Ohio Department of Education and Workforce expires on 6/30/2024 you need to renew your license through ODEW.
- You will upload your license through the “Update ODE License” form.

Unemployment

All substitutes processed through the SWOCOG are reasonably assured of continued employment until otherwise notified. Unemployment benefits based on service in an educational institution typically will not be paid to any individual for any week of unemployment between academic years/terms, or during established holidays/breaks. Generally, substitutes will not be eligible for unemployment benefits.

School Calendars

See the combined calendars for the customary holidays and breaks on our website at www.cogsubs.com

Contact Information(Please complete even if there are no changes) ← 2

Current Address:

Preferred Phone Number For Frontline Use:

Full Name:

Personal Email Address For Frontline Use:

Signing below indicates your intention to return as a substitute with the Southwest Ohio Council of Governments.

*Signature ← 3

*Date Submitted: ← 5

- 3 Click on “**Click Here to Sign**.” A pop-up box will appear.
- 4 Select “**Draw**” or “**Type**.” Write your full name and select the preferred font.

A screenshot of a web form interface. At the top, there is a search bar containing the text "Mary Poppins". To the right of the search bar are two buttons: "Draw" and "Type". A blue circle with the number "4" is positioned above the "Draw" button, with an arrow pointing to the search bar. Below the search bar, the text "Select font below:" is displayed. Underneath, there are three rectangular boxes, each containing the text "Mary Poppins" in a different cursive font style. The first box has a thin, elegant script. The second box has a more pronounced, flowing script. The third box has a slightly looser, more casual script.

A screenshot of a navigation bar at the bottom of the form. It contains four green buttons: "Previous Form", "Next Form", "Save Form", and "Submit All Forms". A blue circle with the number "6" is positioned above the "Save Form" button, with an arrow pointing to it.

- 5 Enter today's date.
- 6 Click the green **"Save Form"** Button.

A pop-up box will appear:

- 7 Click "Yes"

A screenshot of a confirmation dialog box. The dialog box is white with a thin border and contains the text: "All required forms are ready to submit. Do you want to submit all completed forms?". At the bottom right of the dialog box, there are two green buttons: "No" and "Yes". A blue circle with the number "7" is positioned to the right of the dialog box, with an arrow pointing to the "Yes" button.

Another pop-up box will appear:

- 8 Click "Close"

A screenshot of a success message dialog box. The dialog box is white with a thin border and contains the text: "Your form(s) have been successfully submitted.". At the bottom right of the dialog box, there is a green button labeled "Close". A blue circle with the number "8" is positioned to the right of the dialog box, with an arrow pointing to the "Close" button.

Updated ODE License Form

UPDATED ODE LICENSE

Contact Information (Complete even if there are no changes) Employee ID

Current Address:

Preferred Phone Number for Frontline Use:

Full Name:

Personal Email Address for Frontline Use:

Please upload an updated ODE Teaching/Substitute license:

Upload

I confirm that I have uploaded and Updated ODEW and any other supporting documents

Warren County ESC (513) 695-2900 #4

NOTE: The current address, phone number, full name, and email address fields will AUTOMATICALLY populate. **Simply review for errors.**

- 1 Click "Browse."
- 2 Select the PDF file of your NEW or RENEWED ODEW license.
- 3 Click on the drop-down menu "Upload."
- 4 Select "I confirm that I have uploaded and Updated ODEW and any other supporting documents."
- 5 Click the green "Save Form" button.

A pop-up box will appear:

- 6 Click "Yes"

All required forms are ready to submit.
Do you want to submit all completed forms?

Another pop-up box will appear.

7 Click "Close."

