

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 **"No-Reply Cog Subs"** (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:

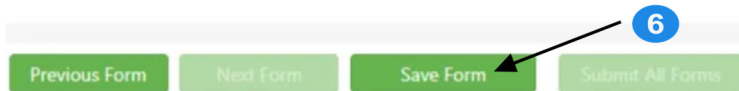
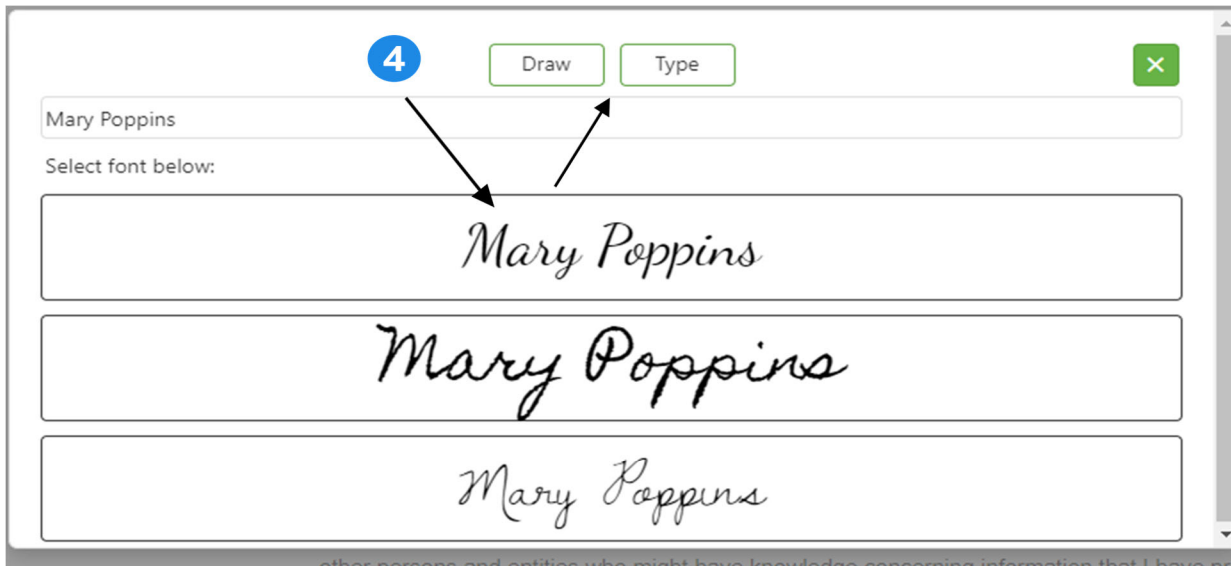
Personal Email Address For Frontline Use:

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

*Signature ← 3

*Date Submitted: ← 5

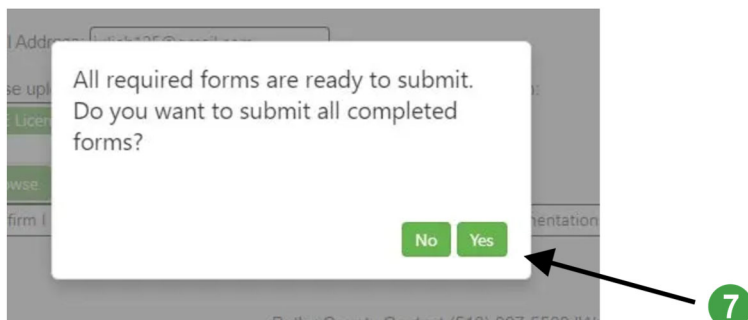
- 3 Click on **"Click Here to Sign."** A pop-up box will appear.
- 4 Select **"Draw"** or **"Type."** Write your full name and select the preferred font.



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

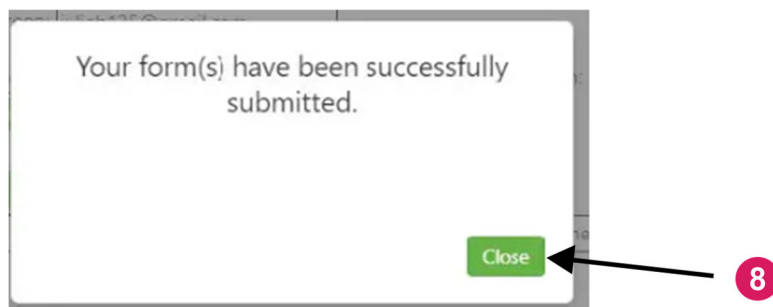
A pop-up box will appear:

- 7 Click "Yes"



Another pop-up box will appear:

- 8 Click "Close"



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:

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I confirm that I have uploaded and Updated ODEW and any other supporting documents 4

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.

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A pop-up box will appear:

- 6 Click "Yes"

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

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