

Instructions On Obtaining a 3 Year Substitute Teaching License

STEP 1: Submit information needed to obtain your background check online via:

<http://www.tellcity.k12.in.us/>

1. Click the Quick Links drop down menu
2. Click Employment Opportunities and Applications
3. Click the School Background Checks icon
4. Complete the page.

We will know if they have completed this step.

STEP 2: Fill out paperwork and submit to central office

Page 1 **Substitute Teacher Information** Complete entirely. Type of Certification and Permit Number will be completed after substitute teacher certificate is received.

Page 2 **Privacy Policy** Complete entirely. This is a Tell City Troy Township School Corporation privacy policy agreement.

Page 3 **Form W-4** Complete lines 1-7 from the dotted line down, sign and date form. You cannot leave #5 blank.

Page 4 **Form I-9** Complete Section 1, stopping at employee's signature. Please include a copy of your driver's license and social security card.

Page 5 **Direct Deposit Agreement For Payroll** We pay by direct deposit only. Enclose a voided check for direct deposit purposes.

Checklist of items to bring to the Administration Office:

- *All forms listed above (5 pages)
 - *High School or College Diploma
 - *Driver's License
 - *Social Security Card
-

STEP 3 INSTRUCTIONS ON NEXT PAGE

STEP 3: Submit information needed to obtain your sub permit online via:

<https://license.doe.in.gov/>

Below is the website that you will need to go on and apply for your license through the IDOE.

1. You create a profile (remember to list Tell-City Troy Township School Corporation as your employer). You will then be e-mailed a user name and password. Then you log-in fill in all the necessary information and pay \$15.00 for your 3 year Substitute Teaching License with credit card.
2. Once you have applied it will be sent to us (your employer) to sign off that we have run a national background check, verified your level of education and identity.
3. Once we sign off on it, the IDOE will send you an e-mail telling you that you can go on and print out your application. Please print 2 copies (one for your records and one your file here at Central Office). It is a good idea to keep your user name and password somewhere safe and secure because you will need it again in 3 years when it is time to renew your Substitute Teaching License again 😊

If you have any questions feel free to contact me 😊

Kathy VanHoosier
Substitute Coordinator
Tell-City Troy Township School Corporation
837 17th Street
Tell City, In 47586
Office: 812-547-3300
Mobile: 812-719-4651
kathy.vanhoosier@tellcity.k12.in.us