

## **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.

### **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 or Passport
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## **Instructions On Obtaining a 3 Year Substitute Teaching License**

**STEP 3: Submit information needed to obtain your sub permit online via:**  
<https://license.doe.in.gov/>

Above 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 username 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

Ryan Sumner  
Substitute Coordinator  
Tell-City Troy Township School Corporation  
837 17<sup>th</sup> Street  
Tell City, In 47586  
Office: 812-547-3300  
Mobile: 812-719-4651  
ryan.sumner@tellcity.k12.in.us