

SUBSTITUTE TEACHER APPLICATION DIRECTIONS

To apply for a **Substitute Permit-**

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

This will bring you to the LVIS (Licensing Verification and Information System) website.

Create a profile

Login

When you are prompted to select a school or location – use MSD of Bluffton-Harrison (8445) – **NOT** any of the Bluffton schools under “B” at the beginning of the scroll down list.

****You will select the “Non-Certified” option** This certificate will come back directly to you.**

Print off a copy and bring into the central office with your application and your driver’s license and either a SS card or birth certificate to complete tax paperwork.

Complete: BHMSD Classified Employment Application - available on our website or at Central Office.

[Click Here for Classified Employment Application](#)

Complete: Expanded Criminal History Check with DCS Search (**this report will come back to Tammy at the Central Office**).

Go to: www.bhmsd.org

At Home Page click on: Employment
 Expanded Criminal History Check

Enter your First Name, Last Name and Email Address

For the Position type, click on **Non-Certified Staff**

Follow prompts in Safe Hiring Solutions website

You will receive an email from kidtraks@dcs.in.gov in which you need to submit the information and “consent” to that form also.

The DSC sign off portion must be done on a PC or laptop. **It cannot be done on a cell phone.**