

## Instructions For 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. Payment is required to submit.

### **STEP 2: 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 (list 6350-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) or email it to me if you do not have access to a printer. 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 😊

### **STEP 3: 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**
- 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 or birth certificate or passport.
- Page 5**      **Direct Deposit Agreement For Payroll** We pay by direct deposit only. Bring voided check or bank sheet with account info listed.

### **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 Birth Certificate or Passport

If you have any questions feel free to contact me 😊

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