

**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.**

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

[Click Here for Classified Employment Application](#)

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

Go to: [www.bhmsd.org](http://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](mailto: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.**