

**NEW TO DEKALB COUNTY SUBSTITUTE TEACHING, CURRENTLY HOLDING
A VALID ILLINOIS TEACHING CERTIFICATE**

Please complete and print all of the forms listed below before visiting the office:

1. **Cover page** supplies contact and availability information to the districts. Please complete and print.
2. **Employment Eligibility Verification** (I-9 Form) can be printed here. Please complete and sign.
3. **DCFS Mandated Reporter Statement** can be printed here. Please complete and sign.
4. **TRS Form** (supplies mandatory information to the Teachers' Retirement System) can be printed here. Please complete (choosing either Automatic Designation or naming a beneficiary(ies) and sign.
5. **Physician's Statement of Good Health and TB Test** report form can be printed here. Your doctor must provide a signature indicating that you are in general good health and you must provide proof of a negative TB test conducted within the last 12 months.
6. **Check of Sex Offender and Violent Offender/Child Murderer Database** form can be printed here. Please print and sign.

Please bring all of the forms listed above AND the following items:

1. **Copies of transcripts showing your degree**
2. **Driver's License AND Social Security Card or birth certificate OR valid passport**

Be prepared to spend 20 minutes in the office in order to complete the following:

1. **Bloodborne pathogens quiz** consists of reading a small booklet and taking a 20 questions, open-book, true/false quiz in the office.
2. **Criminal Background Check** consists of being fingerprinted electronically. (Fingerprinting is done in our office by appointment only on Tuesdays and Thursdays. We cannot fingerprint you until all of the items listed above are complete and submitted to our office.) Results of the background check will generally be returned to the ROE in a few days.

SUB PAPERWORK/PROCEDURE CHECKLIST

1. Cover page (complete and print before visiting the office)
2. Employment Eligibility Verification (complete and print)
3. DCFS Mandated Reporter Statement (complete and print)
4. TRS form (complete and print)
5. Physician's Statement of Good Health/TB Test Results (print and complete)
6. Check of Sex Offender and Violent Offender/Child Murderer Database form (complete and print)
7. A copy of your transcripts showing your degree
8. Form(s) of identification (bring originals - copies will be made in the office)
9. Bloodborne pathogens quiz (will be completed in the office)
10. Criminal Background Check (electronic fingerprint in the office) will be done once all of the above listed items have been submitted to the ROE.

***** Please note: substitute teaching certificates are valid for four years and are non-renewable. When the certificate expires, the application process needs to be repeated.**