

Claiborne County Schools

AP 5.701 - Substitute Teacher Procedures and Requirements

When picking up an application to be a substitute teacher, all applicants must bring the following items with them to the Claiborne County Board of Education Central Office, located at 1403 Tazewell Road, Tazewell, TN 37879.

- Copy of High School Transcripts
- Copy of Drivers License
- Copy of Social Security Card
- A copy of the applicant's FBI/TBI Background Check Confirmation Page
(Directions to complete the FBI/TBI Background Check are on page 2 of this document.)

Failure to provide the documentation listed above will result in denial of application.

At the time the applicant submits the required documents listed above and picks up a Substitute Teacher Application, they will be registered for the next scheduled Substitute Class. The substitute class takes place on the **third** Tuesday of each month. If there is no school on the date class is scheduled, class is cancelled. **The class begins promptly at 9:00 a.m., so please be on time.** Applicants arriving late will be moved to the next month's sub class.

On the Substitute Teacher Application, each applicant is required to:

- Check the school(s) they would like to serve as a substitute (Page 2)
- Obtain the principal's signature at each school requested

On the day the substitute class takes place, all applicants are required to bring the following:

- Completed application for employment with principals' signatures
- A **VOIDED** deposit slip or check with the bank's routing number and the account number for informational purposes only **(This is required because all employees are paid via direct deposit.)**

Once the following requirements are met, the applicant's name and contact information will be sent to the school(s) selected as being cleared and available to substitute.

- Submit all required paperwork
- Complete the substitute class
- Receive confirmation of clearance through fingerprinting
- Issuance a Claiborne County Schools Employee Badge (Must be worn at all times while working.)

DIRECTIONS FOR THE FBI/TBI BACKGROUND CHECK BELOW

A credit card or debit card is required to schedule the FBI/TBI Background Check.

The closest place to get this done is at Tazewell Drug in New Tazewell, TN. The cost is \$32.65.

You will need a printer in order to print the confirmation page once your FBI/TBI Background Check is scheduled.

Go to the following webpage www.identogo.com and follow the steps below.

1. In the box labeled: *Find the nearest Identogo Center:* **Type in the box: 37879**
2. When the drop down shows: *37879, Tazewell, Tennessee, United States* **Click on those words.**
3. On the left you will see a *green map* with cities labeled. On the right side of the page, **Click on the words, Identogo State Agency Enrollment 0.9 miles away.** Right below that, you will see the words, 951 Broad Street Tazewell, TN 37879 in **blue** and the words Schedule Appointment in a **blue box**. **Click on the BLUE BOX where you see the words Schedule Appointment.** A new page will appear. Scroll down.
5. **Click on the box labeled Digital Fingerprinting.** A new page will appear.
6. On the left side of the page you will see **For New Appointments** in blue. **Click on Schedule a New Appointment in the green box.**
7. A new page will appear. In the center of the page, in the drop down box labeled, Agency Name, **Select State Schools/Colleges** then **Click on the blue box labeled GO.**
8. From the drop down box labeled Applicant Type, **Click on Substitute Teachers** then **Click on the blue box labeled GO.**
9. In the box labeled, ORI Number, **Enter: TN931250Z** then **Click on the blue box labeled GO.**
10. You will see, **You have selected to be fingerprinted for CLAIBORNE CO. BOARD OF EDUCATION** **Click on the blue box labeled "yes".** A new page will appear.
11. Next, read the Acknowledgement/Release, **Click the box beside of the words, I AGREE** then **Click on the blue box labeled GO.**
12. In the box labeled, Enter a zip code to determine the closest fingerprinting location, **Enter 37879** then **Click GO.**
13. On the next page, you will choose the location and date that you would like to schedule your appointment and **Click on Click to Schedule.** You will see a drop down box with times to choose. **Click on the time you want** then **Click on GO.** A new page will appear.
14. Next, you will enter information for all of the boxes with **Red Asterisks**. (In the home address, PO Boxes will not be accepted. You are required to **enter the number** of the physical street address **where you live**. Enter numbers only in the birthdate & social security number boxes—do not enter dashes or slashes. The program will do this automatically.)
15. Once you get to the area marked, APPLICANT EMPLOYER INFORMATION enter the following:
Employer Name: CCBOE **Street Name: PO Box 179** **Employer City: Tazewell** **Employer State: TN**
Employer Zip: 37879 **Occupation: Educator** (Leave the other boxes blank.)
16. Once you have this information entered, **Click on the blue box that reads, Send Information.**
17. Continue to US Bank epay and enter your personal payment information.
18. **Click CONFIRM** ---**WAIT**--- do not click on anything until you see your "**Confirmation**" and **Print this page.**
19. Once you have this page printed, **bring a copy** of the confirmation to the Claiborne County Board of Education Central Office. **All applicants are required to provide a copy of the confirmation page (along with other documents) when picking up an application and registering for the next scheduled Substitute Class.**