

To: Substitute Teacher Applicants
Re: Application Process

Thank you for your inquiry to be a substitute teacher in the MSD of Boone Township. In order to become a substitute teacher, one of the following criteria must first be met:

1. Hold a valid Indiana Teacher's License
2. Hold a valid Indiana Substitute Teaching Certificate
3. Have a Bachelor's Degree from an accredited institution (verified by an original transcript)
4. Completed 60 semester hours from an accredited institution (verified by an original transcript)
5. Completed 30 semester hours from an accredited institution (verified by an original transcript) **and** have at least one year of successful additional work experience with children in the last 3 years (verified by your references)

Below is information for you to follow in order to substitute teach at our corporation or any other Porter County school corporation. Please return all completed forms to the Superintendent's Office. Below are the instructions:

- **Application:** If you have met the criteria above, check the school districts you would be interested in substitute teaching at in Porter County. Complete all areas of the application and return with your transcripts.
- **Expanded Background Check:** You will need to access the link for this background check on our website at www.hebronschools.k12.in.us under "Employment / HR". Click on the Safe Hiring Solutions link at the bottom right hand side of the page. This link will take you to the Safe Hiring Solutions LLC website where you will begin the process. You will be charged a fee of \$31.50 on this website and will need to pay by debit / credit card (additional fees may apply at order fulfillment time). The Superintendent's office will receive notification when your results are ready. Our office will notify you to apply for your substitute teaching permit.
- **Application for Substitute Teaching Permit:** If you do not have a valid Indiana teaching license or substitute teaching permit, you will need to apply for a permit on the Department of Education LVIS site (Licensing Verification Information System). This link is also located under "Employment / HR". You will need to "Create Profile" to get started. Our office will be notified when your application is ready for approval.
- Please contact the Superintendent's office at 219-996-4771 (option 8) if you have any questions.

Our office will forward your paperwork onto the schools you have checked when all paperwork is complete and approved.