

## Instructions for Completing HCCSC Substitute Teacher Packet

1. Must meet all HCCSC substitute teacher requirements:
  - a. Hold a valid Indiana Teaching License
  - b. If you do not hold a license, in order to receive a Substitute Teaching Certificate, you must:
    - i. Have 60 college credit hours (DIPLOMA OR TRANSCRIPT REQUIRED)
    - ii. Have a minimum of 6 months prior experience working with children in an educational setting.
    - iii. Participate in a 2-hour training with an HCCSC professional development coordinator.
2. If you meet the above requirements, you will need to complete or provide the following items:
  - a. Have a Valid Teaching License or a Current Substitute Certificate -  
(To apply visit the [LVIS-DOE](#) website to obtain a Substitute Certificate)
    - i. Click on “Create Profile” > Fill out information > Follow instructions from LVIS on applying for a Substitute Certificate.
    - ii. LVIS will email you so that you can pay and print off your certificate.
  - b. Complete the [HCCSC SubstituteTeacher Application](#) (you will need to upload your substitute certificate or Teacher License on this application)
  - c. Once approved by our HR department you will receive an email with a link to the Expanded Criminal History Background Check. The applicant is required by law to pay the fee, however, check with the corporation office.)
  - d. HR will reach out to you once all the information has been completed. You will then complete:
    - i. Indiana Teachers Retirement Form
    - ii. Payroll Forms
      - W-4 Form
      - Employment Eligibility Verification
      - Two forms of identification required (typically Drivers License and SS card)
      - Direct Deposit Form
3. Call the Region 8 at: 800-669-4565 and set up your PIN (personal identification number).
4. You are ready to start subbing for Huntington County Community School Corporation.