



*“Building a
Foundation for
Lifelong
Learning”*

CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
201 Booth Street • Elkton, MD 21921

Phone: 410-996-5432 or 410-996-5555 • Fax: 410-996-1051 • www.ccps.org

Returning Substitutes:

If you did not substitute at least one day during the previous school year you are automatically deactivated from our payroll system.

To be REACTIVATED as a substitute you must meet one of the following requirements:

1. You must have previously attended a substitute orientation class within the last five years (this can be verified by human resources if you are unsure); or
2. You hold a current standard teaching certificate; or
3. You have obtained a bachelor's degree or higher in education and have completed student teaching within the last five years

If you meet the above requirements, please call human resources to set up an appointment to be fingerprinted.

The following information is required at the time of your appointment:

1. A completed substitute information packet
2. Proper identification (please refer to the back of the I-9 verification form)
3. A check or money order for \$45 to cover the cost of the fingerprinting.