

# HOW DO I BECOME A SUBSTITUTE?

**First** – Decide what kind of Substitute you want to become. You can be a substitute in a variety of areas, depending upon your qualifications. To become a Substitute Teacher or Paraprofessional you **MUST** attend a one-day orientation class. You can call Human Resources to register for the next available orientation class.

**Second** – Call Human Resources at either 410-996-5555 or 410-996-5432 to schedule an appointment to be fingerprinted. There is a charge of \$45.00 that is reimbursed to you after you have worked fifteen (15) jobs within one year. You will receive a reimbursement form with your receipt attached. **BOTH of these forms will be required for reimbursement!!**

**Third** – Bring a completed Substitute Information Packet with you to either your fingerprint appointment or if you are attending the Substitute Orientation, bring it with you then. **Be prepared to have your picture taken at your fingerprint appointment for an identification badge.**

Once you have been **FINGERPRINTED**, had your **PICTURE TAKEN**, completed the **SUBSTITUTE ORIENTATION** (if needed) and **COMPLETED THE SUBSTITUTE PACKET** you will receive an employee ID # along with information about our calling system (if applicable).

**FINALLY YOU ARE READY TO SUBSTITUTE!!**