

REQUIREMENTS FOR SUBSTITUTE TEACHING IF YOU DO NOT HAVE A DEGREE:

1. Sixty-four (64) college hours
2. **OFFICIAL** transcripts (**in a sealed envelope**) from your college or university showing:
 - a) 64 hours or more
 - b) GPA of 2.45 or better

*We recommend that you have your transcripts mailed to yourself (**do not open**) and bring them in with the remainder of your substitute package. In handling your transcripts this way you will know when/if the transcripts have been sent.*

3. A physical on an official KDE form
 4. Set up an account on EPSB website to complete your demographics (see Applicant Instructions for Certification). If you don't have access to a computer or need assistance add 30 minutes onto your process in the Personnel Department.
 5. The final step is to watch a substitute orientation video (approximately 1 hour and 35 minutes) after submitting your completed substitute package
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REQUIREMENTS FOR SUBSTITUTE TEACHING WITH A BACHELOR'S DEGREE:

1. Official transcripts (**in a sealed envelope**) from your college or university (applicants who possess a bachelor's degree in any subject area from a regionally or nationally accredited post-secondary institution)

*We recommend that you have your transcripts mailed to yourself (**do not open**) and bring them in with the remainder of your substitute package. In handling your transcripts this way you will know when/if the transcripts have been sent.*

2. A physical on an official KDE form
3. Set up an account on EPSB website to complete your demographics (see Applicant Instructions for Certification). If you don't have access to a computer or need assistance add 30 minutes onto your process in the Personnel Department.
4. The final step is to watch a substitute orientation video (approximately 1 hour and 35 minutes) after submitting your completed substitute package

SUBSTITUTE TEACHING APPLICATION

PIKE COUNTY SCHOOL SYSTEM

316 South Mayo Trail
Pikeville, KY 41501-1522

Name: _____ Soc. Sec. No: _____
(Last) (First) (Middle)

Address: _____ City: _____ State: _____ Zip: _____

Telephone No: _____ Number of College Hours: _____

E-mail Address (required): _____

Name & Address of College: _____

Previous Work Experience: _____

Do you have a legal certificate? _____ If yes, date of expiration: _____

Teaching experience: Years in this district _____ Years in other Kentucky districts _____

Years out of the state of Kentucky _____ Where _____

Have you substituted in Pike County before? _____ If yes, where? _____

In order of preference list the names of schools in which you are willing to teach:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

**SUBSTITUTE TEACHERS MUST HAVE NO LESS THAN SIXTY-FOUR (64) HOUR OF COLLEGE.
RETIRED TEACHERS ARE LIMITED TO ONE-HUNDRED TWENTY- NINE (129) DAYS PER SCHOOL
YEAR. PLEASE CHECK WITH THE PERSONNEL DEPARTMENT FOR A LIST OF ALL REQUIREMENTS
FOR SUBSTITUTE TEACHING.**

Do you currently have any pending criminal charges against you in any court in Kentucky? _____

Have you ever been convicted of a felony? If yes, (Yes _____ No _____). Please explain nature of
felony: _____

The superintendent has the right to screen, do a background check and reject any or all applications.

Signature

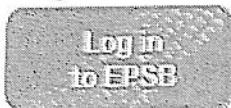
Date

APPLICANT INSTRUCTIONS
On-line Emergency Substitute Teaching Application
Kentucky Education Professional Standards Board (EPSB)


- You MUST have an active e-mail address to apply for this position.
- You WILL be required to present an official transcript (or have one on file with the district) showing at least 64 acceptable university semester credit hours with a minimum 2.5 GPA to apply for this position.
- This is a two-phase process—you must apply with your district AND you must apply with EPSB for your one-year Emergency Substitute Certificate

STEPS 1, 2, & 3 ARE A ONE-TIME PROCESS

1. Go to www.epsb.ky.gov and create an account by clicking on the "Log in to EPSB" button on the lower left of the screen



2. If necessary, create your new account on the right side of the log-in page by clicking on the "New User? Create Account Here" button

New User? Create Account Here: 

3. Make note of your User ID and Password information for future reference in working on your Emergency Substitute Application.
4. Visit the district Human Resources office to receive instructions on the local district's on-line application procedures.
5. Complete all steps as required by the district, including the presentation of the transcript.
6. When notified BY E-MAIL FROM EPSB that you are eligible for hire in this position, return to www.epsb.ky.gov and log in with your User ID and Password.
7. Once logged in, click on "*My Application Status-View Details*" on the lower left of the screen.
8. You will then see information on your application (TC-4) and you should click on the live link to complete the process on your pending application.
 - a. If your completion process is successful, you will receive a live link to PRINT your Emergency Substitute Certificate.
 - b. Providing untruthful information on the TC-4 will result in legal action by EPSB
 - c. If there is a legal issue with your application, you cannot work as a teacher until you receive E-MAIL clearance from the EPSB Legal Division.
9. A FULL TUTORIAL on the TC-4 On-line Process may be viewed at <http://www.epsb.ky.gov/certification/index.asp>.
10. Print two copies of the certificate, and provide one to the district so you can be added to its substitute teacher list.

KENTUCKY DEPARTMENT OF EDUCATION
MEDICAL EXAMINATION OF SCHOOL EMPLOYEES*

Name _____ Date of Birth ___/___/___ Sex: M F

Address _____ Telephone _____

Applicant With Or Employed By _____ Board of Education

HISTORY

Medical (All serious medical and psychiatric diseases: Diabetes, Epilepsy, Heart Disease, etc. _____)

Surgical (All major operations)

- 1. General Appearance _____ 7. Blood Pressure _____ Pulse _____
2. Eyes _____ 8. Lungs _____
3. Ears, Nose & Throat _____ 9. Abdomen _____
4. Teeth & Gums _____ 10. Nervous System _____
5. Thyroid _____ 11. Extremities _____
6. Heart _____ Other _____

Tuberculosis Risk Factor Assessment

- Yes No High risk for Tuberculosis infection
Yes No Referred to local health department for further TB infection evaluation
Yes No Tuberculosis test performed (specify: _____TST/_____BAMT)
_____Date of chest X-Ray
 No further follow-up unless signs/symptoms of Tuberculosis infection develop

I have examined _____ and find him/her free of communicable disease and any physical or mental disabilities that might interfere with performing his/her duties, except as follows:

Date of Examination

Signature (Physician/PA/ARNP)

"Pursuant to the Genetic Information Nondiscrimination Act of 2008, it is unlawful for an employer to request genetic information, genetic testing information, family medical history information, or family genetic testing information from an applicant or employee. The medical provider conducting this examination of an applicant/employee of a local school district shall not request, require or purchase this information about the applicant or employee. Any applicant or employee undergoing a medical examination for employment with a local school district shall not provide this information to the medical provider or to the school district."

* .School Bus Drivers are required to use form TC94-35E