

# SUBSTITUTE APPLICATION PROCEDURES

**ALL** individuals interested in being employed as a substitute in any Baltimore County Public School **must** submit the substitute application, provide proof of education, and complete a fingerprint and background check. The cost for the fingerprint and background check is \$75; paid by the applicant. This cost is not reimbursed.

## STEP 1: COMPLETE APPLICATION (on-line or paper version)

- ✓ Access the Baltimore County Public School website at [www.bcps.org/apps/hiring/](http://www.bcps.org/apps/hiring/) and complete an on-line application. Once your application has been successfully submitted you will receive a confirmation page which contains your application's confirmation number.
- ✓ Print the confirmation page.

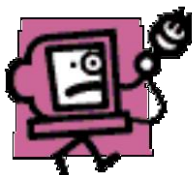
OR



- ✓ Complete the entire paper application and tax form provided by the Office of Temporary Services (OTS).

## STEP 2: REGISTER FOR PRE-EMPLOYMENT ORIENTATION

- ✓ Access the Professional Development Center website at <http://www.bcps.org/apps/registration>.
- ✓ Create your account by clicking on *Create New Account* under New Non-Employee Account.
- ✓ After submitting your account information, go back to the log in screen, enter your new username and password, select the *Meetings-Registration* catalog and click *Log In*. If you have forgotten your password, enter your e-mail address and click *Forgot Password*.
- ✓ Click on *Catalog* from the left menu panel to browse and register for available substitute teacher orientation sessions.



- ✓ Scroll down until you find the title *Substitute Teacher Orientation*. Then select the blue *Substitute Teacher Orientation* hyperlink.
- ✓ Click *Register*.
- ✓ Review the event you are registered for and when you are finished, click *Logout*.

Note: With appropriate documentation, current employees of the school system, former teachers, and BCPS student interns are not required to attend an orientation and should continue with step 3.

### **STEP 3: SUBMIT EMPLOYMENT DOCUMENTATION**

- ✓ Submit the following documentation to the Office of Temporary Services, 1946 Greenspring Dr., Suite N, Timonium, MD 21093.
  - A copy of the on-line application confirmation page, or
  - A completed paper application.
  - Proof of 48 college credits completed from an accredited college, or
  - Proof of a four year degree from an accredited college, if applicable. A copy of your degree (bachelor or higher), a copy of your unofficial transcripts that indicate the degree which has been awarded, or an original letter from the Registrar's office stating the date the degree was conferred is acceptable.

Note: A higher rate of pay is given to those that hold a minimum of a four year degree from an accredited college.

### **STEP 4: SCHEDULE FINGERPRINT AND BACKGROUND CHECK**

- ✓ Receive authorization code from Office of Temporary Services to be fingerprinted via email. Notification will be made by telephone or mail if an email address is not available.
- ✓ Schedule a fingerprint and background check by calling (877) 467-9215 Monday through Friday between 8:00 a.m. and 5:00 p.m. or access the website at [www.IBTFingerprint.com](http://www.IBTFingerprint.com). Applicants are seen by appointment only. For hours of operation, directions, or questions call (410) 887-8941 or log onto [www.bcps.org/offices/human\\_resources/fingerprinting/pdf/info\\_sheet.pdf](http://www.bcps.org/offices/human_resources/fingerprinting/pdf/info_sheet.pdf).
- ✓ Complete the required *New Applicant Fingerprint Application* form and the *BCPS Release* form. These forms can be downloaded from the website at [www.bcps.org/offices/human\\_resources/fingerprinting/](http://www.bcps.org/offices/human_resources/fingerprinting/). If you are unable to access the forms online, they will be provided to you during your appointment.
- ✓ Bring two forms of identification as approved by the U. S. Department of Homeland Security. You can view a full listing of approved documents by visiting [www.bcps.org/offices/human\\_resources/fingerprinting/pdf/new\\_applicants\\_required\\_documents.pdf](http://www.bcps.org/offices/human_resources/fingerprinting/pdf/new_applicants_required_documents.pdf).

Note: Those who possess a valid BCPS employment fingerprint card do not need to be re-fingerprinted.

### **STEP 5: SUBMIT PROOF OF COMPLETED FINGERPRINT AND BACKGROUND CHECK**

- ✓ Notify the Office of Temporary Services when your green and white fingerprint card provided by the Office of Fingerprinting and Records Management has been received. Notification can be made by:
  - Emailing [oftempservices@bcps.org](mailto:oftempservices@bcps.org) your first and last name and date indicated on the fingerprint card. Enter "Substitute Teacher Employment – Fingerprint Completed" in the subject line or

- Submitting a copy (not the original) of your green and white fingerprint card provided by the Office of Fingerprinting and Records Management by mail to the Office of Temporary Services, 1946 Greenspring Dr., Suite N, Timonium, MD 21093 or by fax to 410-252-1861.
- ✓ Retain the original copy of your fingerprint card for access and identification when arriving for assignments.

## STEP 6: RECEIVE INFORMATION PACKET AND REGISTER WITH SMARTFINDEXPRESS (SFE)



- ✓ Substitute records are created within five business days following receipt of all required documents for applicants that meet the substitute teacher qualifications.
- ✓ Review the welcome letter and the packet of information on how to register with and utilize the automated calling system, SmartFindExpress (SFE) that has been provided by the Office of Temporary Services.
- ✓ Call (410) 427-3031 to register with the automated calling system. Only substitute teachers registered in SFE are eligible for substitute teacher assignments.

## CURRENT PAY SCALE FOR SUBSTITUTES

### Substitute Teacher

Degreed	\$84.58 per day	Long Term*	\$114.78 per day
Non-degreed	\$66.45 per day	Long Term*	\$84.58 per day

### Substitute Para Educator

Daily	\$59.87 per day	Long Term*	\$69.02 per day
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(\*Long Term is achieved when 10 or more consecutive days are worked in the same assignment.)



Contact the Office of Temporary Services with questions.

Phone: 410-887-8954 Fax: 410-252-1861

Email: [oftempservices@bcps.org](mailto:oftempservices@bcps.org)

1946 Greenspring Dr., Suite N, Timonium, MD 21093.