

Prince William County Public Schools: Human Resources

Summary

Congratulations! You have successfully completed the online Substitute Orientation. **Please print this page for further processing directions specific to Substitute Teaching requirements.**

The final step for consideration is to successfully complete an Employment Processing (Fingerprint/Mandates) Session at the Kelly Leadership Center.

IMPORTANT: In order to be processed at the Employment Processing (Fingerprint/Mandates) Session, you must have a valid, negative Tuberculosis (TB) verification dated within the last 12 months and proper identification to show you are eligible to work in the United States, **in hand**, at the time of processing. If you have not already done so, please obtain a negative TB screening and the necessary documents to complete the I9 employment process.

For a list of TB Testing Locations click here. (http://pwcs.ss9.sharpschool.com/UserFiles/Servers/Server_340140/File/Human%20Resources/Subs%20Temps/2.17.16%20TB%20Testing%20Locations.pdf)

For a list of Acceptable Documents for the I9 Employment Process click here.

(http://pwcs.ss9.sharpschool.com/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/Mandates/FingerprintPacket/ListOfAcceptableDocuments.pdf)

You may go back to any area you wish to review again by choosing the section in the upper right "Contents" box of your screen.

Please print and use the following checklist to ensure that you complete and meet all requirements for the substitute teaching employment process:

Employment Mandates

- ☐ Schedule and attend an Employment Processing (Fingerprint/Mandates) Session.

Please allot 45 minutes for your processing session. Please be advised that our facilities cannot accommodate children. Therefore, it is requested that other arrangements be made for the care of your children.

Substitute candidates must have a COMPLETE package in hand at the time of Employment Processing (Fingerprint/Mandates) Session. Anyone with an incomplete package will NOT be processed. Bring the following with you to your Employment Processing (Fingerprint/Mandates) Session:

- ☐ A completed Fingerprint/Mandates Packet of forms

- ☐ Proper identification to show you are eligible to work in the United States. You cannot be fingerprinted or begin employment unless you provide the proper documentation. **You MUST bring one item from List A or you MUST bring an item from BOTH List B AND List C.**

Caution, some documents cannot be accepted if laminated. Please refer to the List of Acceptable Forms of ID (http://pwcs.ss9.sharpschool.com/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/Mandates/FingerprintPacket/ListOfAcceptableDocuments.pdf) for the proper identification documents. **Attention: You cannot be fingerprinted unless you bring the proper acceptable documents in hand, to show you are eligible to work in the United States.**

- ☐ Proof of freedom from tuberculosis. A TB test or TB screening performed in the last 12 months and signed by a doctor or nurse will be accepted. **Use caution, many web-based patient portals and electronic immunization records do not have a proper signature and cannot be accepted. Attention: You cannot be fingerprinted unless you bring valid, acceptable TB test result documentation in hand, with you to the Employment Processing (Fingerprint/Mandates) Session.**

Click here for a list of TB testing locations,
(http://pwcs.ss9.sharpschool.com/UserFiles/Servers/Server_340140/File/Human%20Resources/Subs%20Temps/2.17.16%20TB%20Testing%20Locations.pdf)
if you have not met this requirement

- ☐ Department of Social Services Forms for all states you have lived outside of Virginia in the last five years, if applicable.

- ☐ Substitute Acknowledgement Form
(http://pwcs.edu/UserFiles/Servers/Server_340140/File/Human%20Resources/Subs%20Temps/Sub%20Temp%20Handbook.pdf)
- Review, print, sign, and bring the Acknowledgement Form on the last page of the Substitute/Temporary Handbook with you to the Employment Processing (Fingerprint/Mandates) Session. You cannot be fingerprinted or begin employment unless you provide this completed form.

- ☐ Substitute Preference Form
(http://pwcs.edu/UserFiles/Servers/Server_340140/File/Human%20Resources/Subs%20Temps/Substitute%20Preference%20Form.pdf)
- Bring completed form with you to your Employment Processing (Fingerprint/Mandates) Session.

Orientation Videos

- ☐ Watch four mandated videos: HazCom, Bloodborne Pathogens, Preventing Sexual Harassment, Crisis Management

Additional Substitute Requirements

- ☐ Substitute and Temporary Handbook
(http://pwcs.edu/UserFiles/Servers/Server_340140/File/Human%20Resources/Subs%20Temps/Sub%20Temp%20Handbook.pdf)
Please read and become familiar with the information in the handbook.

NEXT STEPS:

Once the fingerprint results are returned and reviewed, which generally takes a few days, successful candidates will receive a Substitute ID badge mailed to their home address. The Substitute ID badge contains the access information to "register" with the Sub Call System. Once registered, the candidate is "active" and may start receiving substitute appointments.

Please note, while most fingerprinting reports are returned within a couple of days, it may take 3-6 weeks for a report to be received if there is anything other than a "clear" fingerprint result. Any candidates with a "pending" fingerprint report will not be authorized to work until the report is received and the candidate is cleared for employment. The candidate will receive an employment eligibility notification by mail once the report is reviewed and accepted.

You have now successfully completed the Substitute Online Orientation. If you have not done so already, please print and bring this page along with the documents listed herein to a fingerprint session. You may click the "back" button below, if you would like to review anything contained in the orientation again.