**Rockwood Area School District – Substitute Teacher Checklist**

*Qualification Requirements: Applicants must be certified and/or have a Bachelor’s Degree*

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position:** Substitute Teacher **School Year:** \_\_\_\_\_\_\_\_\_\_\_\_

All clearances and paperwork must be submitted prior to your first day of employment

\_\_\_\_ Standard PA Teaching Application

\_\_\_\_ Transcripts and/or Praxis Results (sealed transcripts if applying for Emergency Certification)

\_\_\_\_ PA Teaching Certificate, Out of State Certificate, or Emergency Certification Paperwork (Ex: Type 06 Emergency Permit-Apply online through PDE – TIMS – Affiliate yourself with the Rockwood Area School District as the LEA)

\_\_\_\_ PSP Criminal Record Check - Act 34 (must be within 5 years old)

* Apply online for a quicker response: [www.epatch.state.pa.us](http://www.epatch.state.pa.us)
* Purpose of certification: Employment
* Print certificate showing results
* May choose to complete paper form (Allow approx. 3 weeks)

\_\_\_\_ Child Abuse Clearance - Act 151 – PA Child Line (must be within 5 years old)

* Apply online for a quicker response: [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS)
* Create a Keystone ID
* Purpose of Certification: School employee governed by the Public School Code
* May choose to complete paper form (Allow approx. 3 weeks)

\_\_\_\_ FBI Clearance - Act 114 – Fingerprinting (must be within 5 years old)

* Go to <https://uenroll.identogo.com> and enter Service Code 1KG6XN to register.

\_\_\_\_ Proof of a Physical and Tuberculosis Test

* TB Test must be within last 3 months

\_\_\_\_ Arrest/Conviction Report (PDE form 6004)

\_\_\_\_ Act 126 – Mandated Child Abuse and Reporting Training

* Online: University of Pittsburgh [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu) (free)
* First time users – click the registration link at the top of the page and follow the prompts.
* Print a copy of your certificate after completion of the training course

\_\_\_\_ Act 168 – Required Employment History Review

* One form for current employer and one form for each former employer where you had direct contact with children. Make copies as needed. Complete and return to Sherry Benford in the Administrative Office. We will then send to current/former employers.