

ST. LUCIE COUNTY SCHOOL BOARD

PROCESS FOR BECOMING A SUBSTITUTE TEACHER

- Complete all sections of your Fast Track application for the Substitute Teacher posting and submit

- Your completed application will be processed by the Human Resource Department
- You will receive an email with instructions to schedule your fingerprint appointment
- After your background check is approved you will receive an authorization notification to proceed to the on-line substitute training

You will be notified via E-Mail or in the applicants message board on how to access and complete the on-line Sub training.

The charge for the course is **\$25.00**. As a substitute for the St. Lucie County School District, you will receive a **\$10.00 discount after you register to pay..**

- Print all five (5) course completion certificates individually after each course or print (1) certificate after completion of all (5) courses. Complete and signed the general acknowledgment statement. Submit all documents noted above to the Human Resource Department
- Complete Sub pack with your **\$56.00 non refundable fee** for your Substitute Teacher Certificate
- Your picture will be taken for your sub-badge at the time of your Fingerprinting
- You will be notified via E-Mail to sign up for the Aesop training

- Attend AESOP training
- You will receive your Substitute ID Badge at the end of the AESOP training

Congratulations!! You can now....

Start Working!!!

