

Substitute Teacher Orientation Check List

This form, certificates, and additional supporting documentation, must be brought with you to the Substitute Teacher Fingerprinting Session. Your application will not be processed until all documents are received.

You are responsible for viewing all awareness training videos prior to the fingerprinting session.

- _____ Blood Borne Pathogen Awareness Documentation
- _____ Epi-Pen Awareness Documentation
- _____ CPR Awareness Documentation
- _____ Child Abuse Training Certificate (provided by Virginia Department of Education)
- _____ De-Escalation Training Certificate (provided by ODU training)

Additional Documentation To Bring To The Session

- _____ Identification required as noted in the form for the I-9 Verification. Copy of acceptable documentation is available on our website.
- _____ Proof of four year degree or higher (if applicable)
 - Copy of transcript with name, degree awarded, and date awarded
 - Copy of college diploma
 - Copy of teacher certification

Name: _____

Date: _____

Please Print