

SUBSTITUTE CERTIFICATE CHECKLIST

- 1. Application**
- 2. Affirmative Action**
- 3. Official Transcripts – Must have 60 credits**
- 4. 2 Completed Copies of Substitute Credential Application**
- 5. Oath of Allegiance**
- 6. Confirmation of e-Payment for Applicant Authorization & Certification Form (AA&C) for Fingerprinting**
- 7. Morpho Trak Form – To take with you when you go to fingerprinting**
- 8. I-9 Form – Employment Eligibility Verification Form (Need copy of social security card & driver's license)**
- 9. W-4**
- 10. Results of Mantoux Test**