



This employer participates in E-Verify

BALDWIN COUNTY BOARD OF EDUCATION HUMAN RESOURCES DEPARTMENT 2600 North Hand Avenue Bay Minette, Alabama 36507

### Step 1

Appointments are scheduled after you have been fingerprinted, one (1) positive professional reference has been received in our office, and all required paperwork is submitted. Please call (251) 937-0306 two (2) days after you have been fingerprinted to request a background review.

Substitute Teacher Applicants without valid Alabama Teaching Certification need to submit a completed copy of the substitute application in PDF form (pictures of the application will not be accepted), one of the required proofs of citizenship from the acceptable documentation list attached on page 2 of the substitute license application, and \$30 payment for the substitute license. You may send a cashier's check, money order, or provide a receipt of online payment through [www.alabamainteractive.org/education](http://www.alabamainteractive.org/education). Once your information is received in our office it will be processed and mailed to the Alabama State Department of Education. When the state department issues your substitute license to our office, we will contact you to schedule an appointment.

### Step 2

REQUIRED FOR ALL SUBSTITUTES  
(teacher, bus driver, custodian, CNP,  
nurse, clerical, etc.)

\*Forms Attached

1. Substitute Employment Application\*
2. W-4\*
3. A-4\*
4. Drug-Free Workplace Statement\*
5. Attestation of Status with Retirement Systems of Alabama\*
6. One (1) positive professional reference (either mailed to our office by the person completing the completing the attached reference form\* or returned electronically to an application for regular employment on the Teach-In-Alabama website)
7. Background Clearance  
(See Fingerprinting Overview\* for complete instructions)
8. Social Security Card and valid driver's license-original documents-brought at the time of appointment

### Step 3

CLASSIFIED SUBSTITUTES (nurse,  
bus driver, custodian, clerical,  
lunchroom, canteen, etc)

1. Nurses-an official college transcript verifying degree and date conferred
2. All other classified substitutes (excluding Child Nutrition, Custodians, Bus Drivers) must provide a copy of high school diploma/transcript or equivalent
3. Substitute bus drivers must complete all bus driver training requirements. Call 937-0329 for information

Substitute Teacher Applicants who hold a VALID ALABAMA TEACHING CERTIFICATE must also provide: Official Transcript

Substitute Teacher Applicants WITHOUT VALID ALABAMA TEACHING CERTIFICATION must also provide:

1. Application for a Substitute Teacher's License (attached)
2. Verification of education: copy of high school transcript/diploma or equivalent:  
OR official college transcript documenting date of degree conferral
3. \$30 Substitute Teacher License fee paid through the Alabama State Department of Education Teacher Certification Online Payment System, at [www.alabamainteractive.org/education](http://www.alabamainteractive.org/education) (a \$4.00 transaction fee will be applied). Or you may pay with a cashier's check or money order made payable to Alabama Dept. Of Education. Personal checks or cash will not be accepted.

### Step 4

SUBSTITUTE TEACHERS  
(minimum age of 21)  
must also provide: