




**III. CONVICTION QUESTIONS**

1. Have you ever been convicted of an offense against the law, other than a minor traffic violation?  Yes  No

2. Have you ever been convicted of or pleaded guilty to a felony?  Yes  No

3. Has a State Agency in any state ever issued a determination, or finding, or cause or reason to believe or suspect that you had engaged in any physical, psychological, or sexual abuse or neglect of a child?  Yes  No

If you answered 'Yes' to any of the above, explain below or on an attachment giving date and location.

**IV. REFERENCES**

**Work Related**

Name	Official Position/Title	Phone	Address – City, State, Zip (must be complete)

**Personal: Two people NOT associated with the Harlan County School System**

Name	Official Position/Title	Phone	Address – City, State, Zip (must be complete)

**V. EDUCATIONAL AND PROFESSIONAL DATA**

School	Name & Address of School	Dates Attended	Major	Minor	Degree & Date Received
High School					
Undergraduate					
Masters or Fifth Year					
Rank I/EDS					
Other Endorsement or Certificate					

Number of college credit hours completed as of application date: \_\_\_\_\_

Are you currently enrolled in classes?  Yes  No GPA at this time: \_\_\_\_\_

**VI. TEACHING EXPERIENCE (include substitute experience)**

<b>School Year</b>	<b>Years</b>	<b>Position</b>	<b>Grade/Subject</b>	<b>Name and Address of School &amp; District</b>	<b>Name of Principal</b>



**HARLAN COUNTY SCHOOLS**  
**Applicant Instructions for Online Emergency Substitute Teaching Application**  
**Kentucky Education Professional Standards Board (EPSB)**

- If you do not have teaching certification, you **MUST** create an account with EPSB (Steps 1-2). An emergency substitute teacher application (CA-4 Form) will be started on your behalf once you have turned in all of the required documents found within the Employment Packet/Checklist and attended the mandatory Employee Compliance Training. When the CA-4 has been started, you will receive an e-mail to complete the application (Steps 3-5).
- You **MUST** have an active e-mail address to apply for this position.
- You **WILL** be required to present an official transcript (or have one on file with the district) showing at least 64 acceptable university semester credit hours with a 2.5 GPA to apply for this position.

**Applicant Steps**

1. Go to [www.epsb.ky.gov](http://www.epsb.ky.gov) or click the link provided in e-mail notification from your district.
  - Click on the **EPSB Account** button at the top of the screen
  - If necessary, create your new account on the right side of the login page by clicking on the “New User? Create Account Here” button
2. Make note of your User ID and Password information for future reference in working on your Emergency Substitute Application.
  - Make sure all your personal information is correct when you establish your EPSB account
  - Should you lose/forget/need to reset your password at a later date, you will need your birthdate and SS# to be accurate in your account
  - Resetting passwords may be done by the user at the login screen referenced above
  - You do **NOT** need to contact EPSB to reset your password
3. Once logged in, click on “My Application Status-View Details” on the lower left of the screen.
4. You will then see information on your application (CA-4) and you should click on the live link to complete the process on your **pending** application
5. Complete each of the 4 steps to finalize your application
  1. Verify personal information
    - Click “Save and Next”
  2. Add any previously held out of state teaching certificate (if applicable)
    - Click “Next”
  3. Answer all Character & Fitness questions
    - Each question must be answered by clicking on the small pencil in the “Edit” column
    - If answering “NO,” click “Save”
    - If answering “YES,” explanation is required
  4. Enter Password to digitally sign and submit the application.

After the applicant submits, there are two choices:

- If the CA-4 application process is successful, the applicant will receive a live link to **PRINT** your Emergency Substitute Certificate.
- Any applicant who answers “yes” to a Character & Fitness (C & F) question on the CA-4 application will be held by EPSB Legal Division pending review by the Board.
- An applicant who has information returned on the background check will be held by EPSB Legal Division pending review by the Board

Applicants will receive an e-mail from EPSB when a C & F review is completed and approved.

**Applicant Final Step**

Print and provide the printed copy of your emergency substitute certificate to the district so you can be added to its substitute teacher list.

PERSONNEL

03.4

**Substitute Teachers****QUALIFICATIONS**

All substitute teachers shall meet background records check requirements (including a letter from the Cabinet for Health and Family Services provided by the individual documenting that the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet) and medical examination requirements as specified in policies 03.11 and 03.111. In addition, substitutes serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board.

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

**SUBSTITUTE LIST**

The Superintendent or designee shall maintain a list of qualified substitute teachers. The Superintendent or designee shall engage substitutes from this list. Refusal of assignment as a substitute shall be documented, along with any reason provided.

**RETIRED TEACHERS**

Retired teachers may be reemployed as a part-time, temporary or substitute teacher in keeping with requirements of the Teacher's Retirement System.

**LENGTH OF DUTY**

Substitute teachers shall observe the same hours of duty as the regular teacher. The substitute will continue to report for duty until relieved by the Superintendent's designee.

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during their length of duty.

Substitute teachers shall not work more than one-hundred-twenty-nine (129) service hours per month unless pre-approved by the Superintendent based on certification needed for longer term assignments.

**SUBSTITUTE SALARY AND PAYMENT SCHEDULE**

Substitutes shall be paid on a per diem basis according to the salary schedule approved by the Board. The salary schedule may reflect adjustments for long-term/continuous assignment substitutes.

Payment shall be made on the next scheduled pay date for substitutes.

**EMPLOYMENT NOTIFICATION**

Each year, substitute teachers on the District's substitute list shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Nonrenewal of substitute teachers on limited contracts shall be made in compliance with the requirements of KRS 161.750.

**REFERENCES:**

KRS 17.160; KRS 17.165; KRS 156.106; KRS 160.380; KRS 161.605; KRS 161.611  
16 KAR 2:030; 16 KAR 2:120; 102 KAR 1:030  
702 KAR 1:035; 702 KAR 3:075; OAG 69-296

**RELATED POLICIES:**

03.11; 03.111; 03.121