

**The Laurel Highlands School District is accepting applications for “Emergency Certified” Substitutes. To qualify for Emergency Sub status, you must currently possess a Bachelor Degree and follow the instructions below to complete the application process.**

**For further questions, you may contact Kim Pegg at the District Office, 724-437-2821, ext. 1003 or by emailing at [peggk@lhsd.org](mailto:peggk@lhsd.org)**

### **Instructions for applying for Emergency Certification (must possess Bachelor’s Degree)**

Go To [www.education.state.pa.us](http://www.education.state.pa.us)

Go To Teacher Certification

Go To TIMS

Prepare an Application for Emergency Certification

Select 06 Permit

Choose Laurel Highlands School District as an Affiliate

Turn in paperwork\* to LH District Office

Approval given after interview and complete file with district.

\*Paperwork consists of:

- ✓ PA Standard Application (completed in full, exception No Essay Required)
- ✓ Copy of Bachelor’s Degree
- ✓ Original Transcript
- ✓ Resume
- ✓ Act 34 Clearance (Criminal History Record Check)
- ✓ Act 151 Clearance (Child Abuse History Record Check)
- ✓ FBI Clearance (Fingerprints for all persons hired after April, 2007)
- ✓ PDE Form 6004
- ✓ TB Tine Test or Check XRay
- ✓ Any other form(s) required by Commonwealth of PA