

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

LOCAL CERTIFICATE INFORMATION

**** Retirees from the Florida Retirement System with an effective date of retirement on or after July 1, 2010, must not work for any Florida Retirement System employer for six months. If employed during months 7-12, retirees will have to suspend their monthly pension.**

CHECKLIST

- Tobacco Free Notice – **Note: Tobacco use will result in denial of full time employment**

- Fingerprinting Clearance –
 - Go online to <https://fl.ibtfingerprint.com> to make an appointment at one of the four locations listed for The Escambia County School District.
Must have CIN # - D5003 to make appointment.
An email address is required in order to receive your fingerprinting clearance.

 - FEE OF \$84.00 TO BE PAID VISA, MASTER CARD, DISCOVER, OR E-CHECK AT THE TIME OF MAKING YOUR APPOINTMENT ONLINE.
NO CASH, PAPER CHECKS OR MONEY ORDERS ACCEPTED.

- Official Transcripts - An official transcript of at least a 60 college credit hours. Official transcripts of all degrees are required.

- Employment Reference Forms (1-3) – May be faxed to 469-6332 and originals must be **mailed** to Teacher Certification.
(Negative reference forms will result in denial of employment).

- Substitute Application and Fee - \$56 Check or Money Order Only
(No Cash or Credit Card)

- Two forms of ID needed (see back of this form). Must provide social security card for payroll purposes.

- Voided Check – Direct Deposit

- **Sub Teacher Pay is \$80/day for Bachelor's Degree, \$70/day for Associate's Degree/60+ Credit Hours, or \$60/day for Conditional Substitute (See SB 2.09(2)(G) for requirements). ALL SUBSTITUTION PAY MUST BE DIRECT DEPOSITED.**