

# *Mecklenburg County Public Schools*

## *Substitute Training*



WHEN: WEDNESDAY, JANUARY 15, 2020

WHERE: MCPS CENTRAL OFFICE

TIME: 9:00 a.m. – 12:00 p.m.

**YOU MUST HAVE THE FOLLOWING ITEMS WITH YOU IN ORDER  
TO PARTICIPATE IN TRAINING:**

- **2 Money Orders or Certified Checks**
  - 1 for \$10.00 - made payable to VA Dept. of Social Services (Child Abuse & Neglect Registry)
  - 1 for \$27.00 – made payable to Mecklenburg County Public Schools (Criminal Background Check through fingerprinting)
- Copy of your On Line Application (Only On Line apps will be accepted - NO hand written applications)
- TB Test Results – You can have this done at the Mecklenburg County Health Department or at a Doctor's office of your choice ahead of the training. (Either is at your expense)
- Proof of highest level of education – A Copy of your High School or College Diploma or Transcripts
- 2 forms of identification: example - Driver's License, Social Security Card, Birth Certificate, Passport or Military ID
- A voided check