SUBSTITUTE TEACHER SIGN UP DAY

Thursday, May 2nd
12:30 - 3:00 Turn in Sub Paperwork
3:00 - 6:00 Short-Term Sub Training*

Heartland Community College
Astroth Education Center
1500 W. Raab Road Normal, IL 61761

WHAT TO BRING:
- Bring official/sealed transcripts showing your bachelor’s degree (SUB).
- Bring official/sealed transcripts showing 60 hours of college credit hours (STS).
- If you are applying for the STS - plan on staying for the training from 3-6.
- Completed Substitute Authorization Packet (will also be available on site).
  - Credit card to pay for SUB OR STS application and registration fees.
  - Photo ID.
- $60 Cash/Check or Debit Card for fingerprinting.

Fingerprinting will be available on site.