



educational excellence through leadership, partnership, and innovation

Dear Valued Substitute,

The Capital Area Intermediate Unit (CAIU) is pleased to announce that we will be contracting our substitute management and recruiting responsibilities to Substitute Teacher Service, Inc. (STS). STS handles many of the school districts in the surrounding counties. As a current substitute for 2017-2018 school year, you will be required to register with STS in order to continue subbing in the CAIU without interruption. This change will take effect on June 30th, 2017.

In order to register with STS, you must complete your application using their online registration system. General information, supporting documents and references are part of the requirements needed in order to complete the process. Here is a list of all the documents and things you will need in order to complete your registration:

- Act 34 PA Police Clearance – less than 5 years old
- Act 114 FBI Fingerprint Clearance – less than 5 years old
- Act 151 PA Child Abuse Clearance – less than 5 years old
- Pennsylvania Teaching Certificate or Guest Teacher Permit
- TB/Tine test - less than 2 years old
- A valid, working email address

Once you complete the above registration step and your application is deemed complete by the STS HR department, you will receive 2 emails containing the required federal and payroll documents, and Act 168 previous employer verification forms that will require additional documentation. For these you will need:

- A voided personal check or banking information for direct deposit
- 2 forms of identification, one must be picture for federal form I-9
Contact Information for all previous employers where you had direct contact with children.

When the STS Representative meets with you, you will be required to produce all originals of the aforementioned documents (clearances, teaching certificate, TB test, identification and Act 168 forms). You will also be required to complete the PA Act 24 Arrest and Conviction form. STS will also take a photo of you for an ID badge which you must wear at all times while working in our buildings.

If you choose not to apply online, please make sure that you have all of the required documents with you when you attend the registration/orientation sessions.

STS in conjunction with the CAIU will hold registration/orientation sessions on the following dates and times:

- **Tuesday, May 23, 2017 starting at 4:00 pm**
- **Tuesday, June 13, 2017 starting at 4:00 pm**

As a reminder, you will need to bring all of the following original documents with you when you meet with the STS Representative.

- Act 34 PA Police Clearance
- Act 114 FBI Fingerprint Clearance
- Act 151 PA Child Abuse Clearance
- TB/Tine test
- 2 forms of identification, one must be picture for federal form I-9
- Completed Act 168 previous employer forms

For detailed information, access to the required forms, and starting the registration process, visit the STS website at **thesubservice.com** and click on “Job Postings” and then the “Useful Links” tab for access to all required clearances.

If you are already employed as a substitute with STS, contact the STS Office at 717-391-7827 and ask to add CAIU to your district list. You will need a new FBI clearance that is less than five years old and possibly fill out Act 168 previous employer forms. You need not attend the orientation sessions!

Thank you for your service as we look forward to working with you.

Sincerely,

Irma Baughman
Human Resource Generalist