

Thank you for your interest in substitute teaching at the Lafayette Catholic School System!

There are two preliminary steps that you'll need to complete in order to substitute teach at any of our four schools.

1. Apply for a substitute teaching license unless you are a certified teacher holding a current license. To apply for a license, go to the website LVIS (License Verification Information System) <https://license.doe.in.gov/>

The process for a substitute teacher is similar to applying for other types of licensure. You will access LVIS, create a profile, and select the substitute license option from the pull-down menu on the **Add Application** page. Complete the process and pay for the application. Use one of the following as your school:

- **St. Lawrence School**
- **St. Mary Cathedral School**
- **St. Boniface School**
- **Lafayette Central Catholic HS**

The cost is \$15. Once your substitute license is issued, it is good for any school in the State of Indiana.

2. Employees of Lafayette Catholic Schools must also complete online training. Create an account for Safe and Sacred training found at the website below. <http://dol-in.org/online-safe-environment-training>

Choose one of the following as your school choice:

- “Lafayette – St. Lawrence School”
- “Lafayette – St. Mary Cathedral School”
- “Lafayette – St. Boniface School”
- “Lafayette – Central Catholic Jr. Sr. High School”

Mark “employee” as your field of interest.

You will complete **two** courses: Protecting Children in the 21<sup>st</sup> Century and Internet Safety found at the same link. This will include a background check. You will receive an online certificate for both.

Please contact the following person at your chosen school once you have completed these steps, and we'll proceed from there!

- Jody Williams at St. Lawrence at (765) 742-4450
- Kim Delaney at St. Mary Cathedral at (765) 742-6302
- Sr. Lenore Schwartz at St. Boniface at (765) 742-7913
- Melissa Robertson at Central Catholic at (765) 474-2496