

New and Returning Substitute Information Sheet

Hello, please see information below on how to become a substitute with Birmingham City Schools.

Click on this link, https://www.aps.gemalto.com/al/index_adeNew.htm and fill out the required information. There is a fee of \$48.15 for Alabama residents and \$56.15 for out of state residents. The fee has to be paid during this transaction. After you complete this step, you can go by one of these offices to have your fingerprinting done.

(You can check <https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx> for clear background checks)

<p>Houston-Latimore and Associates 127 52nd Street, North Birmingham, AL 35212</p> <p>866-220-9240</p>	<p>The UPS Store 0255 130 Inverness Plaza Hoover, AL 35242</p> <p>205-991-9999</p>	<p>The UPS Store 6486 210 Fieldstown Rd Suite 100 Gardendale, AL 35071</p> <p>205-631-8878</p>	<p>The UPS Store #6068 136 B Market Place Circle Calera, AL 35040</p> <p>205-668-4822</p>
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➤ Application

www.alsde.edu/teachinalabama

Applicant Login/Create Account

Enter your information

My Application Applicant Type

Certified Substitute for Substitute Teachers;

Classified for Substitute Custodian, Clerical, Child Nutrition, & Bus Driver Select

Be sure to select District 3 under “Where do you want to work”

Apply for Substitute job by following the steps below:

- Jobs
- All Jobs
- Sort by Job Title by clicking on the words “Job Title”
- Select View/Apply for Substitute _____
- Apply

➤ Once you have followed these steps, please send an email to abrown3@bhm.k12.al.us to schedule an appointment to bring the following to the office.

- **Copy of your Driver’s License/State Identification**
- **Social Security Card/Passport**
- **Negative TB Skin test:**
 - You can go to any medical facility and have this done.
 - We will accept test results that are 3 years old or less from the date we receive it
- **Food Handler’s Card** (Child Nutrition Worker only)
- **Official College Transcript** (Substitute Teacher only)

➤ Pay for the Substitute License (for substitute teacher only) www.alabamainteractive.org/education

➤ Bring a copy of a voided check or letter from your bank to set up direct deposit.