

# Sub Nurse Packet

The following items should be completed and returned to Bonnie Davis upon completing a contract.

1. Complete [A-4](#) and [W-4 forms](#), as well as [Direct Deposit Form](#) (**must attach voided check**).
2. Submit a Copy of a valid driver's license and Social Security Card
3. Print and Complete [I-9 form](#)
4. **Background check info:**

If you already hold an AL Substitute License, AL Teaching Certificate OR have previously had a background check with the State Department of Education, you must attach a copy to this packet, you can search for this using the following link:

<https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>

Anyone who **has not** previously completed a background check with the AL Department of Education, please go to [https://cogentid.3m.com/al/index\\_adeNew.htm](https://cogentid.3m.com/al/index_adeNew.htm) to register for the criminal background check and fingerprinting. Applicants are responsible for their own registration. Make sure you print and take the registration receipt to the fingerprinting site.

Changes to incorrect registration data MAY be corrected online prior to fingerprint submission. Information incorrectly entered during registration and submitted during fingerprinting CANNOT be corrected and is the responsibility of the applicant. The fee is **\$46.90** and may be paid during online registration using a debit or credit card. Only a money order or cashier check made payable to Cogent Systems are accepted at the fingerprint site. Applicants must bring a valid picture ID to the fingerprinting site. You must attach the proof of transaction receipt from the Cogent fingerprinting site to this packet.

5. Please review the [New Health Insurance Marketplace Coverage Options and Your Health Coverage](#) and **complete and print page 3**.