

FREQUENTLY ASKED QUESTIONS

Applicants

Q: What are the minimum requirements to be a daily substitute?

A: You must at least have a high school diploma and be at least 18 years of age to substitute for a secretary or assistant. To substitute for a teacher you must be at least 19 years of age.

Q: What is the process to become a substitute in Loudoun County Public Schools?

A: After submitting an online Substitute application, the following must be completed to be considered for substituting in Loudoun County Public Schools:

Applicants Holding Teaching Credentials - If you hold any of the following teaching credentials, we must have a copy on file. You will have the opportunity when filling out the Online Application to upload your documents. If you are unable to upload your documents, you may mail, fax, e-mail or deliver your information to the location below, with a cover letter. Your PID number must appear on all documents.

- current or expired Virginia or Out of State Teaching License
- current Virginia or Out of State Provisional License
- current Letter of Eligibility

If you are selected to continue our process, you will receive an e-mail from Sub-Central inviting you to attend a Substitute Orientation.

Applicants Not Holding Teaching Credentials - After review of your application, if selected, you will receive an e-mail inviting you to register for an interview. Applicants with a successful interview will receive an e-mail with the following information. Do not purchase the Substitute Teacher Handbook unless you receive an e-mail.

- cost of the handbook - \$21.00 (non-refundable)
- only checks or money orders payable to The County of Loudoun are accepted for payment
- include your PID # on the check
- handbook is available for purchase Monday – Friday, 8:30 AM – 3:30PM
- mail orders are not accepted

Following the purchase of the handbook you will receive an e-mail with further instructions for completing the Substitute Learning Module and Assessment. You must pass the assessment with a score of 85% or higher. After we receive automatic notification that you have passed the assessment and if you are selected, you will receive an e-mail from Sub-Central to register for a Substitute Orientation.

Q: If I work as a substitute in a nearby county, do I still need to go through the substitute process?

A: Yes. You will need to apply at www.lcps.org even if you have applied through or currently work in another school system.

Q: If I am a current employee do I need to go through the entire substitute process?

A: After a current employee submits a substitute application, they need to call Sub-Central at 571-252-1675 for further instructions.

Q: How often are Substitute Orientations held?

A: Substitute Orientations are scheduled as needed. If you are selected as a potential substitute you will receive an e-mail with a link to register for a Substitute Orientation.

Q: Are Substitute Orientations held if there is a school delay or closing due to an emergency or weather?

A: No. You will need to register for another Substitute Orientation.

Q: Will you accept my degree if it was earned in a country other than the United States?

A: No. If you have a degree earned outside of the United States or United States territories, you will need to provide an equivalency of your degree. A list of companies that provide this service for LCPS is available at sub4loudoun.com under Current Substitutes. Any further questions on this can be directed to our office at 571-252-1675.

Q: How can I contact Sub-Central?

A: You can contact Sub-Central by phone (571-252-1675), fax (571-252-1662) or e-mail (SubCentral@lcps.org).