



Dear Substitute Teacher Applicant:

Workshops are being conducted for substitute teacher applicants who have applied to work with the Ware County Schools for the first time. In order to be considered for our substitute list you must attend training at Okefenokee RESA on **ONE** of these dates: August 10, 2009, October 14, 2009 or January 22, 2010.

Please meet at Okefenokee RESA on **EITHER** August 10, 2009, October 14, 2009 **OR** January 22, 2010 at 1450 North Augusta Avenue in Waycross, GA from 8:30 a.m. until 12:00 noon for the training session. **YOU MUST PAY \$25.00 REGISTRATION FEE TO OK RESA IN CASH OR VIA MONEY ORDER AT TIME OF REGISTRATION.** After you attend one of these morning sessions, please report to the Ware County Board of Education 1301 Bailey Street at 12:30 p.m. for a one-hour session on school regulations. We will meet in the Seminar Room #202.

Please bring with you to the meeting at 12:30 your **driver's license** and your **social security card**. If you do not have a **social security card** bring a copy of your **birth certificate**. We will need these items in order to complete the Employment Eligibility Verification. (Form I-9) We will also need a copy of your **college transcript and teaching certificate** (if not already on file). **These items are required so that we will know the rate of pay you are to receive.**

Effective July 1, 2000 the Ware County Board of Education can no longer accept a social security background check for employment purposes. **A change in state law now requires all substitute teachers to be fingerprinted.** The fee for fingerprinting is **\$52.90** and is the responsibility of the substitute teacher.

**The fee must be paid online with a credit card or debit card OR you may bring a money order made payable to Cogent Systems.**

Prior to going in for fingerprinting you must go to **<http://www.ga.cogentid.com/index.com>** and register and arrange for fee payment.

Once at the Cogent Systems website, click on the Single Applicant Registration. You will then begin filling in information. For those who are applying for jobs with the Ware County Board of Education, your **ORI number is: GA930190Z**. Your **Verification code is: 930190Z**. All codes are case sensitive. You must use all capital letters.

When choosing **REASON you will select: School Employment-Public**.

Again, the cost is \$52.90 that can be paid online by credit or debit cards. If you do not pay online you must bring a money order made out to **Cogent Systems** for \$52.90.

Do not put a check in the box where it asks if another agency will make a determination. **After you finish your registration, print a copy of the form and take it with you to the Pak Mail Store at Satilla Square in Waycross, GA. This is important because it has your confirmation number on it and they will need that to pull up your registration.**

For those individuals who do not have internet access you may call Cogent Systems directly at 1-888-439-2512 on Mondays-Fridays from 8:00 AM until 6:00 PM Eastern Standard Time and they will register you. **It is extremely important for you to remember to ask for your confirmation number and take that with you when you go to get fingerprinted.**

A member of the Pak Mail (Dave's Golf World) staff will fingerprint you via their online fingerprinting system. **You need to have your fingerprinting completed at least two days before the scheduled Substitute Teacher Training so we can have your results in by the date of the training.**

Sincerely,

Dr. Reba Smith  
Director of Human Resources