



**Diocesan Board of Education
Diocese of Belleville**

Policy 4113

Personnel

Teachers - Certification

All full-time and part-time teachers are required to have the following information on file with the Office of Education prior to teaching in any school in the Diocese of Belleville:

- Completed diocesan application form
- Copy of registered state teacher certification
- Official transcript/s

Any person wishing to substitute in any school within the Diocese of Belleville must have the following information on file in the Office of Education:

- Completed diocesan application form
- Copy of registered state teacher certification
- Official transcript/s
- Verification of tuberculin test within the past two years

All full-time and part-time teachers and any person wishing to substitute in any school within the Diocese of Belleville must have the following information on file in the Education Office:

- Verification of attendance at an Initial Child Protection Training
- Completed a Fingerprinting Background Screening
- Child Abuse and Neglect Tracking System (CANTS) form

Adopted: December 13, 1996

Revised: May 18, 2011

**The Most Reverend Edward K. Braxton
Bishop of Belleville**