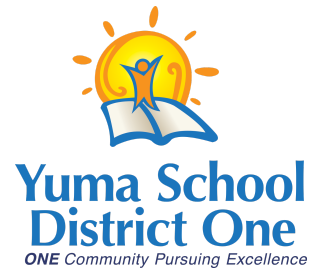


Certified Substitute Steps to Complete



1. Complete an online application at [EducationalServicesInc.com](https://www.EducationalServicesInc.com)
2. Complete and submit your digital interview
3. Wait for notification that your application has been approved.

The following is a checklist that you may use to track your progress through the hiring process with ESI. These next steps are listed in no particular order. You may work on these items in any order or simultaneously:

- Obtain an IVP Fingerprint Card through Fieldprint Arizona
 - When received, submit a copy to ESI
- Request official college transcripts (do not open), or locate your H.S. Diploma
- Submit an application for an Emergency or Standard Substitute Certificate
 - When received, submit a copy to ESI
- Complete onboarding with ESI (via email link)
- Complete a background authorization with ESI (via email link)
- Turn in I9 documents to District Office - HR
- Submit a copy of MMR proof (immunizations)
- Attend New Sub Orientation, 1-day training

When all steps are complete, you will receive a confirmation email from both ESI and Yuma School District One. At that time, you will be asked to visit the District Office to obtain your photo ID badge and district email.



Contact Information

Please contact Louisa Cabrera with any questions regarding your application status.

Louisa Cabrera, ESI

Phone: 928.919.2266

Email: lcabrera4@gmail.com