

Welcome to the Loudoun County Public School's Teachers-in-Training Program!

Prior to beginning your fieldwork, you must submit the online Teacher in Training application located in STEP 2 on the website: <https://www.lcps.org/domain/27232>

If you are an active employee with LCPS, you DO NOT need to complete an application. Please confirm with us if you are not sure.

Following completion of the application:

A checklist will be emailed to all individuals who have submitted an application to the Teachers-in-Training vacancy. Please allow a few days for the email to appear in your inbox. All TNT students must complete the required documents and videos before being placed.

Teachers-In-Training (TNT) Checklist:

- Viewing of Sexual Harassment video
- Fingerprinting
- Badge photo (for year-long placements)
- Completion of various forms:
 - Child Protective Services
 - Confidentiality Agreement
 - Employee Information Change
 - Ethnicity Report
 - Tuberculosis Screening (dated within three months of application)
- Sign the LCPS Agreement Form
- Viewing of Bloodborne pathogens video
- *Overview of Substitute Expectations + I-9 & Tax forms*
 - *To streamline the onboarding of TNT candidates, LCPS requires the complete for the entire checklist, including the substitute items.. This allows for an efficient process should such candidates move into a paid role with LCPS. TNT candidates are not obligated to serve as substitute teachers or eventually work for LCPS, as these would require additional steps. However, candidates must fulfill all application requirements to be considered for the LCPS TNT experience.*

Following completion of the application:

You will receive an email from LCPS HR to schedule an in-person appointment to complete your fingerprinting and final onboarding. This will be held at the **LCPS Administration Building at 21000 Education Court, Ashburn, VA 20148.**

NOTE: If you are a current LCPS employee (Classified Staff or Substitute) or completed an orientation session within the last 12 months, please contact us with your PID. You may be exempt from this requirement and eligible to begin your fieldwork immediately upon confirmation with your cooperating school.