

Substitute Teacher Training Program **(For those with non-teaching degree)**

Mountain State ESC offers online substitute teacher training for those with non-teaching degrees who desire to substitute within West Virginia public schools. Please go to <https://mountainstateesc.com/workshops/> for the detailed timeline of when classes are offered.

Please note each individual county personnel office handles hiring of substitutes and you will need to check with the particular county to determine if they are accepting *non-teaching degree* substitute teachers. Also, completion of this course is not a guarantee for employment or licensure with any county.

MINIMUM REQUIREMENTS

1. Bachelor's degree from an accredited college/university
2. 2.0 GPA
3. US Citizenship
4. Pass required background check
5. Additional requirements may vary by county

*Once you have verified you meet the requirements listed above, please complete the steps listed below for *Initial Substitute Teacher Training*.

INITIAL SUBSTITUTE TEACHER TRAINING

* Per Policy 5202, candidates are required to complete 18 hours of training and 6 hours of observation.

1. Contact the county you are interested in substituting to see if they are accepting non-teaching degree substitutes before you proceed to #2.
2. If they county you are interested in is accepting non-teaching degree substitutes, register for the substitute course at www.mountainstateesc.com (Substitute Teacher Training)
3. Send a money order or cashier's check for \$125 to Mountain State ESC, 501 22nd Street Dunbar, WV 25064.
4. Sign up for an account on www.schoolology.com
5. Use the access code provided in your welcome email Complete the 5 modules and pass each quiz
6. Contact the county personnel director in which you were preapproved for this program and arrange for your 6 hours of classroom observation.
7. Observe in several classrooms and complete the Guided Observation Form.
8. Pass the final exam.
9. Upon receipt of certificate for course completion, go to county Board of Education and complete paperwork necessary for application of initial substitute teacher license for non-teaching degree.
10. You will also need to complete any paperwork required by the county.
11. Completion of the course does not guarantee employment.
12. Your initial license is valid for 3 years and will expire on June 30 of the third year. It is your responsibility to know the procedures to renew your license.

RECERTIFICATION/RENEWAL

*Per Policy 5202, recertification/renewal requires 12 hours of online coursework.

1. Register for the recertification/renewal course at <https://mountainstateesc.com/workshops/>
2. Send a money order or cashier's check for \$100 to Mountain State ESC.
3. Sign up for an account on www.schoology.com
4. Use the access code provided in your welcome email
5. Complete the 5 modules and pass each quiz.
6. Complete the Reflection Form and submit.
7. Pass the final exam.
8. Upon receipt of certificate for course completion, go to the sponsoring county Board of Education and complete paperwork necessary for application of renewal substitute teacher license. You will also need to complete any additional paperwork required by the county. Please note, completion of the course does not guarantee employment.
9. Your renewal license is valid for 3 years and will expire on June 30 of the third year. It is your responsibility to renew your license.

Questions, please contact: Tammy Stowers, Program Development Director
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