



Substitute Teacher Training Program

A powerful engine for education

You must first contact the **PERSONNEL DIRECTOR** at the county board of education office where you would like to substitute **BEFORE** completing and submitting this form. County Personnel Directors will refer your name to RESA 1 in order for you to participate in the training program.

Registration Form

You must complete all parts of this form that apply.

Full Name:

Address:

_____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email address (**REQUIRED**):

County you plan to process certification in: _____

Please check one of the following options:

____ First-time Certification ____ Renewal Certification

Are you a US Citizen? (**REQUIRED**) ____ YES ____ NO

Gender: ____ F ____ M

Your Signature

Date

**** An e-mail address is required in order to register for this course. ****

Return to RESA 1:

____ Registration form

____ Check or money order in the amount of **\$100.00 (made payable to RESA 1).**

(You are not officially registered until this completed form and payment arrive at RESA 1.)

Send to:

LaDawn Mitchem

c/o RESA 1—Substitute Certification

400 Neville St.

Beckley, WV 25801

If you have any questions, please contact Drexel Sammons at dsammons@k12.wv.us

Please read the second page for more information regarding the substitute program.

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ELIGIBILITY REQUIREMENTS

All applicants for the RESA 1 Substitute Teacher Training Program must meet the following requirements as outlined by State Policy 5202. Applicant must: have already obtained a bachelor's degree from an accredited higher education institution, have maintained a minimum 2.0 GPA in college, possess US citizenship and must reside and/or plan to work in a RESA 1 county.

PROGRAM COMMUNICATION

A valid email address is required to participate in the RESA 1 Substitute Teacher Training Program. Communication with the Program Coordinator relies on email communication to properly monitor participant progress. Applicants must check their email regularly while enrolled.

BACKGROUND CHECK

RESA 1 is not required to run a background check on any participants in the RESA 1 Substitute Teacher Training Program. Upon application at a county board of education, every applicant will be subject to a background check. This check could result in the denial of an applicant's state substitute permit. Successful completion of the RESA 1 Training Program does not guarantee employment at a county board of education.

REFUND POLICY

The registration fee, less a \$20 handling fee, will be refunded upon written request within the first 5 business days of RESA 1 receiving the registration information. After the initial 5-day period following registration passes, a refund WILL NOT be granted even if the online material was not accessed. There will be a \$20.00 service charge on all returned checks.

IMPORTANT HIRING MESSAGE

Once hired by a county board of education, your initial substitute training certificate is good for three (3) years and it will expire on June 30th of the third year. Your initial certification must be used to gain employment at a county board of education within the first year of issuance or it becomes invalid. (Policy 5202 ~ 11.5.1.A.)