



The Guest Teacher Training Program (formerly called the Emergency Substitute Training Program) is endorsed by the Pennsylvania Department of Education, 27 school districts in Butler, Lawrence and Mercer Counties and the Midwestern Intermediate Unit IV. This program assists you in obtaining an Emergency Permit to serve as a day-to-day substitute in local school districts during the **2019-2020** school year. The intent of this program is to increase the number of available substitutes for our public schools.

In order to qualify for the training program, the candidate must possess a bachelor's degree from an accredited college or university. Complete the attached registration form and mail it along with a check or money order made payable to Midwestern Intermediate Unit IV to the attention of Lorinda Hess, Director of Continuing Education, 453 Maple Street, Grove City, PA 16127. Upon receipt of your registration, a packet will be mailed to you with detailed instructions. Registrations for this program will be accepted through **September 13, 2019**.

The planned training for new applicants will be held **September 17 & 18, 2019** at the Midwestern Intermediate Unit IV. In order to comply with the requirements, begin the process detailed in your packet immediately upon receipt. The following forms will be mailed to you upon receipt of your registration:

- Act 34 Background Clearance
- Act 151 Pennsylvania Child Abuse Clearance
- General Application for Pennsylvania Certificate
- School Personnel Health Record (including Tuberculosis Test Results) at your own expense.
- Standard Application for Teaching Positions in PA Public Schools
- Form I-9 Employment Eligibility Verification
- Information needed to obtain FBI Clearance
- PDE Emergency Permit Fee

#### **Cost**

- The cost of the program is **\$125.00** for candidates who possess a bachelor's degree in a field other than education and have no prior teaching experience including student teaching. These candidates are mandated to attend all three of the training dates listed.
- The cost of the program is **\$60.00** for candidates who possess a bachelor's degree in education and have had prior teaching experience including student teaching. These candidates are mandated to attend only the **September 17, 2019** orientation program.
- Please complete and return registration form along with your check payable to: Midwestern Intermediate Unit IV. For Registration form, map & directions: [www.miu4.org](http://www.miu4.org)

#### **Withdrawals/Refunds**

- No refunds for workshop withdrawal 3 days or less before the workshop begins.
- A **\$36.00** fee will be charged for return checks.
- For more information, contact the Continuing Education Department at 724-458-6700 x1286 or x1238 or email: [lorinda.hess@miu4.org](mailto:lorinda.hess@miu4.org)