



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 **2021-22** school year. The intent of this program is to increase the number of available substitutes for our public schools.

The next training program will be held on September 14 & 15, 2021 via Zoom. Registration will be open Monday May 17, 2021 and will close on September 10, 2021. Anyone interested in the Guest Teacher Training Program, please visit the MIU IV website <https://www.miu4.org/Domain/62> or contact MIU IV:

- Gail Myers gail.myers@miu4.org or 724-458-6700 ext. 1286
- Cheryl Pilch cherylpilch@miu4.org or 724-458-6700 ext. 1224

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 orientation program.

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- The MIU4 Emergency Guest Teacher program allows you to register to substitute in any of the 27 school districts that you select, and they contact the districts for you. You only must supply one set of transcripts and acquire one emergency certificate. If you have an educational background and bachelor's degree – this is the easiest way to obtain your emergency certification. The district is also able to apply for emergency certifications; however, you must supply original transcripts in a sealed envelope and the certification cannot be used for other districts.