

EPIC Substitute Teacher Training

EPIC Online WV Substitute Teacher Training Class Eligibility:

Anyone may sign up to take our online WV Substitute Teacher Training class by registering and paying the \$150.00 non-refundable registration fee.

You do not need to have an offer of employment by a county to complete our class. However, you should note the eligibility requirements for obtaining a WV Substitute Teaching Permit as shown below AND check with your county/counties of interest to ensure you know if there are any additional requirements for employment consideration upon completion of the class.

In all 55 WV counties: To be eligible for hire as a substitute teacher and to obtain an initial WV Substitute Teaching Permit with the WV Department of Education that is renewable every 3 years, candidates must

- Be at least 18 years old
- Complete an approved WV Substitute Teacher Training class
- Be able to pass a Federal background check
- Be of good character
- Be physically, mentally, and emotionally qualified
- and hold at least a **Bachelor's degree** with a cumulative 2.0 GPA as shown on an official transcript.

In some WV counties that have applied for/acquired a waiver due to a critical need for substitute teachers: (Updated 11/15/2021)

A Restricted WV Substitute Teaching Permit may be available to candidates who meet all of the criteria as shown below. Please note that a Restricted Substitute Teaching Permit is only valid for ONE SCHOOL YEAR (expires on June 30 each year) and must be renewed annually.

- Be at least 21 years old
- Complete an approved WV Substitute Teacher Training class
- Be able to pass a Federal background check
- Be of good character
- Be physically, mentally, and emotionally qualified
- And hold an **Associate's degree** or the minimum equivalency hours with a cumulative 2.0 GPA (Equivalency in lieu of a conferred associate degree should **include a minimum of 60 semester credit hours or 90 quarter of completed course work with a 2.0 cumulative GPA or higher.** Coursework should provide evidence of competencies in core areas such as English, reading, writing, and mathematics. Courses may include but are not limited to communications, social sciences, humanities and fine arts, analytical and inferential reasoning, and computational skills. These hours must be reflected on an official transcript of an accredited institution.)

If you are not sure if your county/counties of interest have applied for/obtained the restricted sub waiver, you should contact their Human Resources Department to ask so you will know if you are eligible for consideration for hire before taking our class.

PLEASE NOTE: Our **EPIC Head Start Pre-K program** has obtained this waiver and will consider substitute teachers who are eligible for the Restricted Substitute Teaching Permit for hire in our Head Start Pre-K classrooms in Berkeley, Jefferson, and Morgan counties.

Candidates who make application for substitute teaching positions in our Head Start program should note in their application that they have completed an approved WV Substitute Teacher Training class and are eligible for the Restricted Sub Permit. If hired, the EPIC HR Director will help you apply for your Restricted Substitute Teaching Permit through the WV Department of Education.