Dear WV Substitute Teaching Candidate,

Thank you for your interest in our EPIC WV Substitute Teacher Training classes! Our new and renewal classes are fully self-paced with open enrollment at any time. All work is completed on your own laptop, tablet or phone! Our classes are approved by the WV Department of Education to be submitted as part of your requirements for obtaining a WV Substitute Teaching Permit.

To enroll in one of our classes, you must complete the attached registration form and submit it to the EPIC office with your non-refundable payment of $150.00.

To expedite your enrollment, submit your completed and signed registration form by email to sdjohnson@wvesc.org or fax it to 304-267-3599 Attn: Sub Training and complete your payment directly on our website by clicking on the "pay now" button.

If your payment is not made directly through our website, we will reach out to you via email with instructions for making a credit card payment by phone during regular business hours. You may also mail your completed and signed application and personal check or money order (made payable to the Eastern Panhandle Instructional Cooperative) to our EPIC office at the address below:

EPIC
109 S. College Street
Martinsburg, WV 25401
Attention Sub Teacher Training

PLEASE NOTE: Your registration will not be processed until both your registration form AND your non-refundable payment of $150.00 are received. If registration is completed outside business hours, we will process it as soon as possible; but it may be the next business day before you receive access.

EPIC ONLINE WV SUBSTITUTE TEACHER TRAINING INFORMATION

Please read through the following information carefully. We recognize there is a lot of information, but we want to be sure you fully understand the class expectations and requirements before registering and making payment since we do not provide refunds.

Available for New & Renewal Candidates

EPIC offers separate self-paced, online classes for new and renewal candidates.

The class for new candidates is open to anyone who is interested in becoming a substitute teacher in West Virginia. The renewal class is available to those who currently hold a WV Substitute Teaching Permit or those whose permits have expired.

Approved by the WV Department of Education, our classes are the first step toward obtaining or renewing a WV Substitute Teaching Permit. Upon completion of the class, you will receive a "Certificate of Completion". If requested, your county/counties of interest will receive notification that you have completed our course, and you will be able to proceed to the next step in the process.

Technology & Work Requirements

To earn a "Certificate of Completion" for this course, candidates will be required to log into the class online through **Google Classroom**, so an Internet connection and access to **Google Classroom** are required. Please be sure that you have access to both before registering for the class.

You will progress through individual, self-paced lessons virtually and complete required assignments and assessments. You must score at least an 80% or better on each one. Assessments may be retaken if a score of less than 80% is earned, and assignments may be resubmitted if they do not meet the criteria for a passing score on first submission.

Assignments will include preloaded response forms, virtual observations with reflection, and two multiple-choice quizzes. You will NOT need to attach any documents, record yourself, or provide any kind of video correspondence, so a camera is not needed. You will, however, need to have speakers to hear video content for all of the lessons.

Virtual classroom observations in the elementary, middle, and high school grades will be completed within the course so you will not need to schedule them separately after the class unless your specific county instructs you to do so. Additionally, this course will meet the Language and Literacy requirement needed for consideration as a long-term substitute teacher in elementary school if you meet the eligibility requirements.

Timeframe

Because our classes are self-paced, candidates may enroll and begin at any time. You do not need to wait for an open cohort. Once your payment and completed registration form have been received and processed by EPIC, we will contact you by email and provide you with access to the class. Access will be sent to the email address that you provide on your registration form within 2-3 business days, although we will do our best to get it to you as soon as possible.

Most candidates are able to complete all assignments within 3-4 days, but you will have up to 30 calendar days from the start of the class to access assignments and submit them for a passing score.

Failure to submit all assignments with a passing score of 80% or better during the 30-day time frame provided will result in withdrawal from the class without earning a "Certificate of Completion" and without a refund.

Topics Covered

This class will provide training / guidance and assignments in the following areas:

- Professional Expectations & Responsibilities of Substitute Teachers
- Classroom Management
- Instructional Strategies / Best Practices
- WV College & Career Readiness Standards & Lesson Planning
- Teaching Reading / Literacy and Numeracy
- Technology Overview
- Legal Aspects of being a Substitute Teacher including Mandated Reporting of Suspected Child Abuse
- Trauma-Informed Best Practices
- Classroom Observations with Reflection
- Types of Substitute Teaching Permits / How to obtain a WV Substitute Teaching Permit
- Job Application / Next Steps

Eastern Panhandle
Instructional Cooperative

EPIC
Serving the educational needs
of the entire community

EPIC WV Substitute Teacher Training Registration Form

Please complete both pages of the registration form, answering all questions, printing clearly, and signing/dating the second page. Completed and signed forms may be submitted to EPIC via mail to 109 S. College Street, Martinsburg, WV 25401, by email to sdjohnson@wvesc.org, or by fax at 304-267-3599 Attn: Sub Training.

Payment by check or money order (payable to EPIC) may be mailed with your registration form or a credit card payment can be made on our website or by phone (See page 1 for details.)

Completed registration forms and non-refundable payment must both be received in order to process your application and provide you with access to the class.

Name: _____

Home address: _____

City, state, zip: _____

County of residence: _____

Email address: _____

Phone number: _____

NEW or RENEWAL candidate?
Please choose, circle, or highlight one.   NEW   RENEWAL

FOR **NEW** CANDIDATES ONLY:

What is your highest degree completed? _____

Do you have a cumulative GPA of 2.0 or greater that can be shown on a transcript? _____

Which county/counties are you considering applying to? _____

FOR **RENEWAL** CANDIDATES ONLY:

Which county/counties do you currently work in? _____

What type of permit do you hold (restricted, short term or long term)? _____

When does it expire? _____

By signing below, I acknowledge that all the following statements are true, and I am registering to take an EPIC online Substitute Teacher Training class:

1. I understand that I must have access to **Google Classroom** and the internet to complete the class requirements. Failure to obtain access to both will result in withdrawal from the class without refund.

2. I understand that this course is self-paced, and I will be submitting my assignments directly through **Google Classroom** as I complete them.

3. I understand that I will be provided with access to the EPIC Substitute Teacher Training class within 5 business days of both my signed registration form and payment being received in the EPIC office. I will be notified via email (at the email address I've provided on page 1) that I'm ready to start.

4. I understand that once I am provided with access to the EPIC Substitute Teacher Training class, I will have up to 30 calendar days to successfully complete the course. Failure to do so will result in my withdrawal from the class, and I will not receive a refund or a "Certificate of Completion".

5. I understand that I must score an 80% or better on every assignment to earn my "Certificate of Completion" within the 30-day window. I understand that within my 30-day window, I must retake/resubmit assignments and assessments if I do not initially score the required minimum 80%.

6. I understand that EPIC does not guarantee that I will be hired as a substitute teacher by any WV county school system or WV education service cooperative upon completion of the class.

7. I understand that the EPIC "Certificate of Completion" is valid for one year from the date it is issued. If I do not obtain a teaching position and apply for my WV Substitute Teaching Permit with the WV Department of Education within that year, the certificate will expire, and I will have to retake the EPIC sub class or an equivalent to become eligible again.

8. I understand that if I am offered a position as a substitute teacher in WV, I will work with my employer to apply for a WV Substitute Teaching Permit with the WV Department of Education; and I will have to pass a Federal background check as part of my certification process.

9. I agree that all work completed and submitted under my login for this EPIC course will be my own original work; and I understand that plagiarism of any kind will result in removal from the course without a refund or a "Certificate of Completion".

_____   _____
Printed first and last name   Date

_____
Signature

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FOR EPIC OFFICE USE ONLY

_____ Registration received / processed   _____ Google Classroom username

_____ Payment method   _____ Class completion date

_____ Payment processed   _____ Certificate of Completion sent