



# Substitute Permit Professional Learning/Training Catalog Schedule and Additional Details

## **DATES:**

July 1, 2021 -June 30, 2022

- ▶ Registration closes June 20, 2022.
- ▶ Work finalized on WVLeads D2L no later than June 30, 2022.

July 1, 2022-June 30, 2023

- ▶ Course opens July 1, 2022, on Canvas for enrollment.
- ▶ Enrollment ends June 20, 2023.
- ▶ Work finalized on WVLeads D2L no later than June 30, 2023.

## **PROCESS:**

- ▶ Course participants are to contact the county personnel director prior to course enrollment to determine their need and requirements for substitutes. Several counties require an interview prior to accepting a certificate of completion.
- ▶ Upon course completion participants are to contact the county personnel director, if this did not take place during the initial contact with the personnel director, to determine the next steps toward submission of the correct substitute application.

## **SELF-PACED Training:**

WVDE provides three self-paced substitute permit courses

- ▶ **Initial Substitute Permit Course** for first-time substitutes. This course is comprised of three sections. When completing each section, you are to 1) read the section content, 2) complete and submit study guide questions, and 3) then complete the quiz for that section.
- ▶ **Substitute Renewal Permit Course** for individuals who have held an Initial Substitute Permit and are required to renew that permit. This course is comprised of three sections. When completing each section, you are to 1) read the section content, 2) complete and submit study guide questions, and 3) then complete the quiz for that section.
- ▶ **Long-term Substitute Reading Course/Training** for individuals who are seeking a long-term substitute position in the elementary grades who have not completed a fluency/reading course in their undergraduate coursework. This course/training is comprised of 8 modules. Each module is followed by a quiz.

## **COURSE DELIVERY:**

WVDE's Canvas Learning Management System (<https://wvde.instructure.com>)



## **COURSE REQUIREMENTS:**

- ▶ The **Initial Substitute Permit Course and the Substitute Renewal Course** are comprised of three sections. When completing each section, you are to 1) read the section content, 2) complete and submit study guide questions, and 3) then complete the quiz for that section. You must earn a score of 100% for the quiz in each course section. You may take each quiz multiple times.
- ▶ The **Long-Term Substitute Reading Course/Training** is comprised of 8 modules. Each module is followed by a quiz. Participants must score 100% on each module before moving forward to the next module. You may take each quiz multiple times.

## **COURSE CREDIT:**

No course credit is awarded for this training.

## **CERTIFICATION OF COMPLETION:**

Upon course completion a course-generated email will be sent to participants with instructions for locating the certificate of completion.

