

STEPS TO EARNING YOUR INITIAL SUBSTITUTE TEACHER PERMIT

1. You **MUST** have a Bachelor's Degree in any field (does not need to be education).
2. You do not need to be a resident of Tucker County.
3. You do not need to interview prior to registering for the WVDE WVLeans Initial Substitute Permit Course.
4. Register for your WVDE WVLeans course. WVDE WVLeans Initial Substitute Online Training, a 12-hour three-week course, is provided at no cost to the course participant.

NOTE: The following information will provide guidance regarding the application for a WVLeans online course account with the associate login and password required to access courses. WVDE has moved to a single sign-on process for many of our online initiatives. To avoid the creation of multiple accounts, your next step is to go to <https://wveis.k12.wv.us/certportal/> and complete the information requested by WVDE Teacher Licensure and Effectiveness. Upon receipt of a login and password you may exit the CertPortal application. The login and password you are assigned from this office will be the same login and password you use for WVLeans.

Your account may take 24 hours before it is activated.

Upon receipt of a WVLeans login and a password, complete the following steps to register for the WVDE WVLeans Initial Substitute training course at <http://wvleans.k12.wv.us>:

1. From the upper left corner of the screen locate and select "Self-Registration"
2. Review the list of courses and then **select the WVDE WVLeans Initial Substitute Training Permit course**
3. Provide the information requested on the registration screens

5. After registering for the WVDE WVLeans Initial Substitute Training, course participants will be provided the following information the day the course begins:

The following steps are to be followed to earn your West Virginia Substitute Permit.

1. Complete the WVLeans Prerequisite Verification Form (located in the Session One Content) and attach the completed form to the Verification Form course Dropbox for facilitator review.
2. Obtain verification from your county that they will accept this course as their requirement for substitute training. **Yes, Tucker County does accept this course.**
3. Obtain verification from your county that you will be allowed to complete two hours of elementary classroom observations, two hours of middle school observations, and two hours of high school observations. **Yes, Tucker County will allow this. Arrangements must be made with the Principal of the school you will be observing prior to observation.**
4. Obtain from your county any other pertinent information necessary for completing a background check and fingerprinting. **Background check will be completed after your application for permit has been submitted to the State.**
5. Successfully complete the three session WVDE Substitute Course.
6. Complete your required six hours (two hours in elementary, two hours in middle, and two hours in high school) of classroom observations and obtain the required signatures for verification. **Pre-approval is necessary.**

7. Scan your completed Observation Form and attach the Observation Form to the WVDE Facilitator Course Dropbox.
8. E-mail Kim Falls at kfalls@k12.wv.us and inform her that your Observation Form has been submitted to the Initial Substitute Permit course Dropbox.
9. After it is determined that all course work and observations have been successfully completed, Donna Landin or her designee will attach your Substitute Permit Certification of Completion to the Observation Form course Dropbox.
10. Download and print your Certification of Completion from the course Dropbox.
11. Submit to the county where you wish to be hired as a substitute your Certification of Completion and all county paper work and required fees. You must submit an employment application (found on the Tucker County Schools website), WVDE WVLeads Certificate of Completion and an official college transcript.

Please note that you have one calendar year from the beginning of this course to complete your six hours of classroom observations; submit your Observation Form to Kim Falls (kfalls@k12.wv.us); and submit all necessary forms, transcripts, and fees to the county where you desire to be hired as a substitute.

Initial Substitute Permit Registration and Course Dates:

| Initial Substitute Permit Course | |
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| Registration Dates | Course Dates |
| October 8 - 29, 2019 | October 30 - November 19, 2019 |
| November 5-November 26, 2019 | November 27-December 17, 2019 |
| December 3, 2019-January 7, 2020 | January 8-28, 2020 |
| January 14-February 4, 2020 | February 5-25, 2020 |
| February 11-March 3, 2020 | March 4-24, 2020 |
| March 10-March 31, 2020 | April 1-21, 2020 |
| April 7-April 28, 2020 | April 29-May 19, 2020 |
| May 5-May 26, 2020 | May 27-June 16, 2020 |
| June 2-June 23, 2020 | June 24-July 14, 2020 |
| June 30-July 21, 2020 | July 22-August 11, 2020 |
| | Additional dates will be added during April 2020 https://wvde.state.wv.us/elearning/ |