



SUBSTITUTE • TEACHER • TRAINING • PROGRAM PROCESS •

STEP 1: REGISTRATION PROCESS

Please visit our site at:
<http://resa7.k12.wv.us/registration-information.html> and print the one-page registration form.

Complete the form and mail to Mary Lewis with your payment.

\$125 for first-time applicant via check or money order made payable to RESA 7.

\$100 for a renewing applicant.

Include a copy of your college transcripts that clearly displays the institution you attended, your degree type, degree date and cumulative GPA.

Mail registration form, payment AND college transcripts to Mary Lewis at:

Tammy Tucker
ATTN: Sub Training
RESA 7
1201 N 15th Street
Clarksburg, WV 26301

Questions? tmtucker@k12.wv.us

Online Course Work Sections

Next, you will receive an email with a link to access your online classroom. Please record your username and password in a safe place.

Each section has documents posted at the top and corresponding questions at the bottom.

You must pass each section with 80% or higher.

Once all sections are successfully completed, email Tammy Tucker at tmtucker@k12.wv.us

<HTTP://RESA7.K12.WV.US/SUBSTITUTE-PROGRAM-ONLINE-CLASSROOM.HTML>

Classroom Observations

A 6-hour classroom observation is required. Once registered, you may set up the observations at any time while working on the course work.

Call the school of your choice and get permission from the principal. Agree on a date and teacher to observe. Those renewing may not need to observe. Print the [observation form](#) located on the sub website and take it with you.

Make sure the teacher signs the last page before you leave.

YOU MUST SIGN THE SCHOOL VISITOR LOG as proof you were at the building.

Email the date, location and teacher's name to Tammy Tucker once finished at tmtucker@k12.wv.us.

Finishing with a Face-to-Face Session & Exam

Finally, after successfully completing the online course work and classroom observations, you will be enrolled in a face-to-face session held at the RESA 7 office.

Here, you will attend a 2-hour session and take the final exam. You must score 80% or higher to pass the exam. The exam is based on the content in the online course work.

<HTTP://RESA7.K12.WV.US/FACE-TO-FACE-SESSIONS.HTML>