



# RESA 7 REGISTRATION FORM

## Substitute Training Program

For RESA 7 Counties Only: Barbour, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, Upshur

*\* Complete this form in its entirety to avoid delays in start of training. \**

Full Name (how it will appear on your certificate): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email communication is required, but please specify if texting is acceptable as well: \_\_\_\_\_ YES \_\_\_\_\_ NO

Email address (REQUIRED): \_\_\_\_\_ Gender: \_\_\_\_\_ F \_\_\_\_\_ M

County you plan to work in: \_\_\_\_\_

Please check one of the following options: \_\_\_\_\_ First-time Applicant (\$125) or \_\_\_\_\_ Renewal (\$100)

If renewing, provide the following: Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Last four of social security number: \_\_\_\_\_

Are you a US citizen **or** can you provide evidence of your right to work in the US? (REQUIRED) \_\_\_\_\_ YES \_\_\_\_\_ NO

*\*For non-US citizens only, have your college credentials been approved by a foreign credential evaluation agency as equivalent to a bachelor's degree in the US? (REQUIRED) \_\_\_\_\_ YES \_\_\_\_\_ NO*

**Check all that apply** (bachelor's degree required for registration):

\_\_\_\_ I have a bachelor's degree in education – Completed all requirements/tests? \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_ I have a bachelor's degree in \_\_\_\_\_

\_\_\_\_ I have experience as a classroom teacher – Location/Years: \_\_\_\_\_

\_\_\_\_ I have experience as a substitute teacher – County: \_\_\_\_\_ Year(s): \_\_\_\_\_

\_\_\_\_ I previously have taken the RESA 7 Substitute Teacher Training course. When? \_\_\_\_\_

### Submit to RESA 7:

\_\_\_\_ **Registration form**

\_\_\_\_ **Copy of your college transcript** (may be unofficial, but cannot simply be an academic history)

*Transcript must display the following: degree type, degree date and cumulative GPA.*

\_\_\_\_ *Please check here if you are having your transcripts mailed in separately from your college.*

\_\_\_\_ **Check or money order** in the amount of \$125.00 (initial certification) or \$100.00 (renewal certification)

made payable to RESA 7. Send to:

*(You are not officially registered until the registration form, transcript and payment arrive at RESA 7.)*

**RESA 7-Substitute Teacher Training**

**Attn: Tammy Tucker**

**1201 North 15<sup>th</sup> Street**

**Clarksburg, WV 26301**

# RESA 7 SUBSTITUTE REGISTRATION

## Policies & Procedures

For RESA 7 Counties Only: Barbour, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, Upshur

**\*KEEP FOR YOUR OWN RECORDS\***

### ELIGIBILITY REQUIREMENTS

All applicants for the RESA 7 Substitute Teacher Training Program must meet the following requirements as outlined by State Policy 5202. Applicant must: have already obtained a bachelor's degree from an accredited higher education institution, have maintained a minimum 2.0 GPA in college, provide evidence of your right to work in the US, and must reside and/or plan to work in a RESA 7 county.

### PROGRAM COMMUNICATION

A valid email address is required to participate in the RESA 7 Substitute Teacher Training Program. Communication with the Program Coordinator relies on email communication to properly monitor participant progress. Applicants must check their email regularly while enrolled.

### TRANSCRIPTS

#### WVDE RECOGNIZED ACCREDITING INSTITUTIONS

##### Policy:

*4.5. Accredited Institution of Higher Education. – A college or university accredited: 1) by the official accrediting agency of the state in which the institution is located, and 2) by one of the regional accrediting agencies recognized by the Council for Higher Education Accreditation (CHEA), OR by one of the National Faith-Related Accrediting Organizations recognized by CHEA and the United States Department of Education, OR by the Accrediting Council for Independent Colleges and Schools, to award degrees at a stipulated level, i.e., bachelor's degree, master's degree, and/or doctorate.*

#### TRANSCRIPTS FOR NON-US CITIZENS

**§126-136-17. Non-United States Citizen. - 17.1. Permit for Non-United States Citizen. – In accordance with W. Va. Code §18A-3-2a, the non-United States citizen will be granted a Permit for Non-United States Citizen based upon verification by a WVDE-approved foreign credential evaluation agency that the applicant has completed the equivalent ..... to the required degree level in the United States and has earned an overall GPA equivalent to a 2.5 in the United States.**

### BACKGROUND CHECK

RESA 7 is not required to run a background check on any participants in the RESA 7 Substitute Teacher Training Program. Upon application at a county board of education, every applicant will be subject to a background check at their own cost. This check could result in the denial of an applicant's state substitute permit. Successful completion of the RESA 7 Training Program does not guarantee employment at a county board of education.

### REFUND POLICY

A refund will only be issued within the first 5 business days of receiving registration information AND only if the participant has NOT accessed the online course work for the program. After the initial 5-day period following registration passes, a refund will not be granted even if the online material was not accessed.

### IMPORTANT HIRING MESSAGE

Once hired by a county board of education, your initial substitute teaching permit from the WVDE is good for three (3) years and it will expire on June 30th of the third year. Your certificate of completion of the RESA Training Program must be used to gain employment at a county board of education within the first year of issuance or it becomes invalid. (Policy 5202 ~ 11.7.a.2)