



Substitute Training Program

RENEWAL OPTIONS

* 4 ways to renew per State Policy 5202 *

- 1. 12 in-service hours through your county office and/or RESA 7**
 - a. Staff/Professional Development trainings, workshops, CE, etc.
 - b. Check with county personnel office or RESA 7 website for calendar
 - c. Make sure to sign the sign-in sheet for proof of your attendance
 - d. Keep any handouts/documentation from training
 - e. Submit list of completed trainings to county personnel office to process renewal with WVDE

- 2. 9 in-service hours + 3 hours of classroom observation = 12 hours**
 - a. 9 hours completed same as above
 - b. Permission for 3 observation hours obtained through county office
 - c. All information submitted to county personnel office to process renewal with WVDE

- 3. 6 college credit hours**
 - a. Request official transcript showing courses completed within 3-year permit period and submit to county personnel office to process renewal with WVDE

- 4. RESA 7 Renewal Course**
 - a. \$100 total cost
 - b. 10 hours online + 6 classroom observation hours + 2-hour Face-to-Face Session (*Only expired subs need the 6 observation hours. Those renewing with active sub permits are exempt from the observation hours.*)
 - c. Advantage: Definite renewal date with scheduled, monthly Face-to-Face Sessions.