

FIRST YEAR
EMERGENCY SUBSTITUTE PERMIT
TRAINING FOR 2020-2021 SCHOOL YEAR

Thank you for your interest in our Emergency Substitute Program for the 2020-2021 school year. We have scheduled a virtual training workshop for:

Tuesday, September 15, 2020
VIRTUALLY
9:00 am – 11:00 am
Training Begins Promptly at 9:00 am

In order to be eligible to receive a Type 06 *Emergency Substitute Teacher Certificate* for the 2020-2021 school year, you **must** participate in this training. Please read all directions carefully. You can download all needed documents, from our website at.. <https://bit.ly/2Q1AYMk>. The registration form and payment need to be received before instructions to the virtual training will be sent. The rest of the documents will need to be completed and returned to Annie at the Beaver Valley Intermediate Unit before a Type 06 emergency substitute teaching permit can be applied for.

- Registration Form - with \$40.00, sent to the BVIU at address below.
- **Official** College transcripts are required. Electronic copies are accepted as well. **Please request these to be sent to:**
 - Beaver Valley Intermediate Unit
 - c/o Annie Gilbreath Devine (annie.gilbreath@bviu.org if being done electronically)
 - 147 Poplar Avenue
 - Monaca, PA 15061
- PDE 338G Form – Fill out ALL sections **EXCEPT** Section II Question 2, and Section III - leave these **BLANK**
 - **No PDE processing fee is required – email the form to Annie when completed.**
- A TB test will be required.
- Background Clearances are required, (Act 34 – Criminal Record Check, Act 151 – Child Abuse History, and Act 114 – FBI Criminal Background Check.) Follow the instructions on the website link for obtaining clearances:
- PDE-6004- Act 24 of 2011 - Arrest/Conviction report needs to be completed.
- Act 168 of 2014 – Sexual Misconduct/Abuse Disclosure Release form
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- PA Act 126 – Child Abuse Recognition and Mandated Reporting Training. This is offered online. Required class time is 3 hours. Information is included on the “clearance instruction” document.
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The cost of the training will be **\$40.00** by check or money order made **PAYABLE TO: THE BEAVER VALLEY INTERMEDIATE UNIT**. Please complete the registration form and return it with payment. As soon as payment is received, you will get a confirmation email with instructions to join the virtual training class.

We look forward to having you involved in this program. If you have any questions at all, please call Annie at 724-774-7800 Ext 3008.