



## 2019 Guest Teacher Training Program Registration Form

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ e-mail Address: \_\_\_\_\_

Bachelor's Degree Field of Study: \_\_\_\_\_ College/University Awarding Degree: \_\_\_\_\_

Are you a U.S. citizen  Yes  No

**Have you completed Act 126 mandated Child Abuse Reporting Training?**  Yes  No

- I will attend the MIU IV Guest Teacher Training Program on January 28, 29 & 30, 2019. Enclosed is my \$125.00 check payable to Midwestern Intermediate Unit IV.  
or
- I will attend the MIU IV Guest Teacher Orientation Program on January 28, 2019. Enclosed is my \$55.00 check payable to Midwestern Intermediate Unit IV.



Please return completed form & payment by January 23, 2019 to:  
 Lorinda Hess, Director  
 Continuing Education Department  
 Midwestern Intermediate Unit IV  
 453 Maple Street  
 Grove City, PA 16127  
 724-458-6700 x1286 or x1238

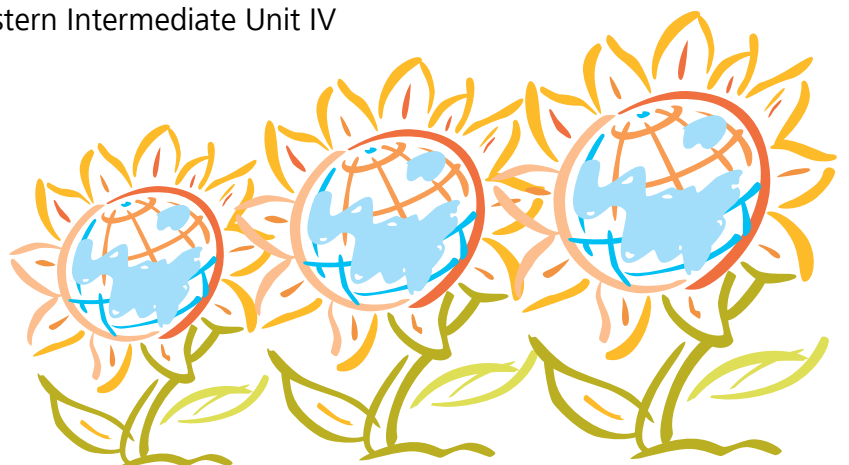
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The Midwestern Intermediate Unit IV will not discriminate in its educational programs, activities or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Midwestern Intermediate Unit IV employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Executive Director, Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, Pennsylvania 16127-2399.

In case of inclement weather, please call MIU IV prior to your departure to hear changes, if any, to the day's schedule—toll free at 1-800-942-8035 x1370 or 724-458-6700 x1370. All delays and/or cancellations will be recorded on the phone system no later than 6:30 A.M. on the day of the event and will be updated as needed.

Midwestern Intermediate Unit IV  
 453 Maple Street  
 Grove City, PA 16127  
 724-458-6700  
 www.miu4.org

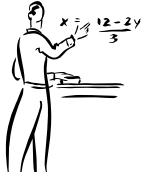
Midwestern Intermediate Unit IV



January 28, 29 & 30, 2019

## 2019 Guest Teacher Training Program

Training day-to-day substitute teachers for the classroom. Participants receive an emergency permit issued by the Pennsylvania Department of Education



## Registration Request for Forms & Documents for a Guest Teacher Training Program



Thank you for inquiring about the Guest Teacher Training Program (formerly called the Emergency Substitute Training Program), which is endorsed by the Pennsylvania Department of Education, 26 school districts in Butler, Lawrence and Mercer Counties and the Midwestern Intermediate Unit IV. This program assists you in obtaining an Emergency Permit to serve as a day-to-day substitute in local school districts during the 2018-2019 school year. The intent of this program is to increase the number of available substitutes for our public schools.

In order to qualify for the training program, the candidate must possess a bachelor's degree from an accredited college or university. Complete the attached registration form and mail it along with a check or money order made payable to Midwestern Intermediate Unit IV to the attention of Lorinda Hess, Director of Continuing Education, 453 Maple Street, Grove City, PA 16127. Upon receipt of your registration, a packet will be mailed to you with detailed instructions. Registrations for this program will be accepted through **January 23, 2019**.

The planned training for new applicants will be held **January 28, 29 & 30, 2019** at the Midwestern Intermediate Unit IV. In order to comply with the requirements, begin the process detailed in your packet immediately upon receipt.

The following forms will be mailed to you upon receipt of your registration:



- Act 34 Background Clearance
- Act 151 Pennsylvania Child Abuse Clearance
- General Application for Pennsylvania Certificate
- School Personnel Health Record (including Tuberculosis Test Results) at your own expense.
- Standard Application for Teaching Positions in PA Public Schools
- Form I-9 Employment Eligibility Verification
- Information needed to obtain FBI Clearance
- PDE Emergency Permit Fee

*Please Note: We cannot make exceptions for personal early dismissal from the program.*

For map & directions: [www.miu4.org](http://www.miu4.org) (click on About MIU IV).

### Guest Teacher Orientation

January 28, 2019  
8:30 a.m. – 3:30 p.m.  
Lunch Provided

### Guest Teacher: Day 2

January 29, 2019  
9:00 a.m. – 3:00 p.m.  
Lunch Provided

### Guest Teacher: Day 3

January 30, 2019  
9:00 a.m. – 3:00 p.m.  
Lunch Provided

### Cost

- The cost of the program is \$125.00 for candidates who possess a bachelor's degree in a field other than education and have no prior teaching experience including student teaching. These candidates are mandated to attend all three of the training dates listed.
- The cost of the program is \$55.00 for candidates who possess a bachelor's degree in education and have had prior teaching experience including student teaching. These candidates are mandated to attend only the January 28, 2019 orientation program.
- Please complete and return registration form along with your check payable to: Midwestern Intermediate Unit IV.

### Withdrawals/Refunds

- No refunds for workshop withdrawal 3 days or less before the workshop begins.
- A \$36.00 fee will be charged for return checks.
- For more information, contact the Continuing Education Department at 724-458-6700 x1286 or x1238 or email: [lorinda.hess@miu4.org](mailto:lorinda.hess@miu4.org)