

MEMO

To: Individuals Interested in the Teacher Temp Program

From: Patricia A. McLaughlin
Assistant Director of Human Resources

Date: June 2, 2009

Re: Training Dates

Thank you for your interest in substitute teaching for the Chester County Intermediate Unit and the school districts of Chester County. We will provide training for individuals interested in pursuing substitute-teaching positions on the following dates:

August 26 & 28, September 11, 2009
September 2, 3 & 11, 2009
October 7, 8 & 9, 2009
November 4, 5 & 6, 2009
December 2, 3 & 4, 2009
January 6, 7 & 8, 2010

The training will begin **promptly** at 8:00 AM and run until 3:30 PM each day. Please arrive at least 15 minutes early to register. The first two days of training will be held at our Downingtown Education Center and the third day of training will be held at the Center for Arts and Technology – Brandywine Campus. Directions are enclosed for your convenience in locating our facilities.

*(**Note the first two days of the August training session, 8/26 & 8/28, will be held at the ESC building – 455 Boot Road, Downingtown, PA 19335**)*

You **must** complete and return the enclosed Teacher Temp Training Registration Form along with a check payable to CCIU for \$150.00 **AND** your PA Standard Teaching Application. We will refund \$75.00 of your \$150.00 registration fee to you once you have completed five days of satisfactory substitute teaching. Please include email addresses for **ALL** your references on your application.

Each training session is on a first come, first serve basis with attendance limited to a maximum of 30 trainees per session. Please submit your registration form and application early to ensure the training date of your choice.

In order to process an emergency certification and finalize employment with CCIU, you will need to provide us with the items listed on the following sheet. These items can be brought with you to your training class.

If you have any questions concerning the teacher temp program please contact Caitlin Navarro at 484-237-5292 or by e-mail at caitlinn@cciu.org, Debbie Baker at 484-237-5188 or by e-mail at deborahba@cciu.org or myself at 484-237-5088 or by e-mail at patm@cciu.org.

I look forward to meeting you. Again, I thank you for your interest in our program.
Enc.

2009-2010
Teacher Temps Program
Chester County Intermediate Unit
Required Paperwork
(Please bring these items with you to the training)

PA Standard Teaching Application

(Must submit prior to attendance in the Teacher Temp Training. Please complete all sections of application, including **four references with email addresses**. References should be individuals who have seen you interact with children or can speak to your dependability and reliability. Incomplete applications will not be accepted. You do not need to do the essay portion of the application for this program.)

Act 34 Police Clearance

(We recommend requesting your Criminal History Check online at <https://epatch.state.pa.us/Home.jsp>. You are able to print out your clearance online.

Federal (FBI) Criminal History Report

Please go to www.pa.cogentid.com to register prior to visiting the fingerprint center. There is a \$36 application fee. Fingerprints are being taken on a first come, first serve basis in the Teacher Center at the CCIU building. **Monday –Thursday: 9:30am – 12:30pm; 1:30pm – 7:00pm Friday: 9:30am – 12:30pm.**

Act 151 Child Abuse Clearance

(Processing of clearance can take 2 to 8 weeks. We recommend submitting your application to Harrisburg ASAP. We will need to view your original clearance form in training.)

Official transcripts from your college or university who issued your **Bachelor degree**. They **MUST** be in a **SEALED** envelope.

(Please have transcript mailed to your home address and not directly to the CCIU. **DO NOT OPEN** transcripts.)

Form of identification Either -

Driver's license **and** social security card or birth certificate

OR

Passport

Emergency Certification Application PDE Form 338G (can be found on

www.cciu.org)

Have your physician complete section III. Then sign and date the application. **A \$15.75 Cashier's Check or Money Order - payable to the CCIU - is due for the processing of the Emergency Certification.**

Please note: If you are a foreign educated applicant, contact the Bureau of Teacher Certification & Preparation (Pennsylvania Department of Education) for additional requirements.

E-Mail: ra-teachercert@state.pa.us Phone: 717-787-3356 Fax: 717-783-6736

Teacher Temp Registration Form

Please Print

Name: _____

Email: _____

Street Address: _____

City, State, Zip: _____

Daytime Phone Number: _____

Evening Phone Number: _____

How did you hear about the Teacher Temp Program: _____

1st Choice of Training Dates: _____

2nd Choice of Training Dates: _____

Signature: _____ Date: _____

**Registration form along with registration fee AND PA Standard Teaching
Application should be mailed to:
Human Resources Department
Caitlin Navarro
Chester County Intermediate Unit
455 Boot Road
Downingtown, PA 19335**

Frequently Asked Questions *Teacher Temp Training*

1.) What do I need to submit to register for the training?

- You will need your PA Standard Teaching Application, the registration fee (\$150) and the registration sheet (page #3 in this packet).

2.) What if I don't have my clearances/transcripts by the time the training starts? Can I still attend the training?

- Yes, you can absolutely still attend the training. Any paperwork you have from the checklist on page #2 can be collected during the three days of training. All remaining paperwork will be collected at the sign-up session taking place after the third day of training.

3.) What happens after the training class?

- We will begin checking your references listed on the application (email addresses should have been provided). Once we have finished checking your references we will contact you to come in for a sign-up session. At that time we will complete all paperwork and have your badge picture taken. You will be able to begin subbing two business days after the sign-up session.

4.) Do I need to bring lunch with me for the three training days?

- No. Lunch will be provided all three days for you. We will have coffee in the morning for you as well.

5.) Does the \$15.75 have to be a money order or can I give you a personal check?

- The \$15.75 must be a money order. This is used to process your emergency certification with the Pennsylvania Department of Education. We can't accept personal checks for this. Your registration fee (\$150) may be a personal check.

6.) I have my master's degree. Do you need those sealed transcripts as well?

- No. We only need your transcripts for your bachelor degree.

7.) I already have my clearances but they are more than a year old. Are they acceptable?

- No. Unfortunately all clearances need to be within a year from your date of hire.

8.) What should I do in the case of inclement weather?

- Please check our website for school closings (www.cciu.org/closings).

9.) Will the training last from 8am to 3:30pm everyday?

- Yes. It is imperative that you attend the full three days of training in order to substitute. Please arrive early to give yourself time to park and register.

10.) What districts will this emergency certification allow me to substitute in?

- CCIU, Coatesville Area School District, Graystone Charter Academy, Montgomery School, Owen J. Roberts School District, West Chester School District

Downingtown Education Center

1st and 2nd day of training location

(Except August training dates)

335 Manor Avenue

Downingtown, PA 19335

484-237-6000

From Philadelphia: Take Route 76 (Schuylkill Expressway) to the exit for Route 202 South for West Chester. Follow Route 202 South to the Route 30 West Bypass for Exton and Downingtown. Follow Route 30 Bypass West to Route 322 East-Manor Avenue Exit. Turn left at Horseshoe Pike/Rt. 322 and follow $\frac{1}{2}$ mile past school on left and turn left into parking lot.

From West Chester-Route 3: Follow Rt 322 West/Brandywine Pike to Downingtown. Turn left at E. Lancaster Avenue (Rt 30) and turn right onto Manor Avenue. The school will sit on the right-hand side of the road.

From Oxford Area: Take PA Route 10 (approx. 15 miles) and turn right at E. Lincoln Highway. Slight right at US 30E. Take route 322 E exit. Follow Route 322 $\frac{1}{2}$ mile past school and into parking lot.

From Lancaster: Take Route 30 East to Route 322 Manor Avenue. Merge onto 322 and follow $\frac{1}{2}$ mile until the school is on your left.

From Kennett Square: Starting from Unionville Road make a slight left at W. Doe Run Road and turn right at Embreeville Road. Continue onto Telegraph Road. Make a slight left onto Sugars Bridge Road. Make a slight left on Downingtown Pike continue as it turns into Brandywine Avenue. Turn left at E. Lancaster Avenue and then turn right onto Manor Avenue.

From Phoenixville /Great Valley Area: Take Route 29 South to US 202 S. Take the exit for US30 West and continue for 8 miles and take exit for US322 East. Go $\frac{1}{2}$ mile and school will be on your left side.

**Directions to the
Center for Arts & Technology
Brandywine Campus
3rd day of training location
1635 East Lincoln Hwy., Coatesville, PA 19320
(610) 384-1585**

From West Chester and East:

- Take Route 202 North to Route 100 North
- Take Route 100 North to Route 30 west bypass toward Coatesville
- Take Route 30 bypass west approximately 10 miles to VA Hospital/Brandywine Hospital exit (next exit after Thorndale/Route 340)
- On exit ramp, bear left to traffic light; Reeceville Road changes to N. Caln Road
- Approximately 100 yards ahead the road forks; Take left fork, remaining on N. Caln Road, proceeding down hill to traffic light (Business Rt. 30)
- Turn right on Business Route 30 (Lincoln Highway)
- Approximately 200 yards turn right onto Veterans Drive at traffic light
- CAT-Brandywine is the first building on the right (parking lot just before building on right)

From Lancaster and West:

- Take Route 30 east (bypass) to VA Hospital/Brandywine Hospital exit (exit after Route 82/Coatesville)
- Turn left off exit ramp on Reeceville Road
- Go straight ahead at next traffic light; Reeceville Road changes to N. Caln Road
- Approximately 100 yards ahead the road forks; Take left fork, remaining on N. Caln Road, proceeding down hill to traffic light (Business Route 30)
- Turn right on Business 30 (Lincoln Highway)
- Approximately 200 yards turn right on Veterans Drive at traffic light
- CAT-Brandywine is the first building on the right (parking lot just before building on right)

From Philadelphia:

- Take Schuylkill Expressway (I-76 West) to Route 202 South at King of Prussia
- Take Route 202 South to Route 30 West (bypass) toward Coatesville
- Take Route 30 bypass west approximately 10 miles to VA Hospital/Brandywine Hospital exit (next exit after Thorndale/Route 340)
- On exit ramp, bear left to traffic light; Reeceville Road changes to N. Caln Road
- Approximately 100 yards ahead the road forks; Take left fork, remaining on N. Caln Road, proceeding down hill to traffic light (Business Rt. 30)
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From Harrisburg:

- Take Pennsylvania Turnpike East to Exit 23, Downingtown
- Take Route 100 South approximately 2 miles
- At intersection of Route 100 and Route 113 – Turn right onto route 113
- Approximately 5 miles on Route 113 to Route 30 West (bypass)
- Take Route 30 east (bypass) to VA Hospital/Brandywine Hospital exit (exit after Route 82/Coatesville)
- Turn left off exit ramp on Reeceville Road
- Go straight ahead at next traffic light; Reeceville Road changes to N. Caln Road
- Approximately 100 yards ahead the road forks; Take left fork, remaining on N. Caln Road, proceeding down hill to traffic light (Business Route 30)
- Turn right on Business 30 (Lincoln Highway)
- Approximately 200 yards turn right on Veterans Drive at traffic light
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