

Substitute Teaching

Go to this webpage:

<https://wvde.us/certification-and-professional-preparation/educator-preparation/>

Minimum criteria for a substitute teaching permit in West Virginia includes (but is not limited to) a bachelor's degree, a cumulative GPA of 2.0, and completion of county authorized initial substitute teacher training.

- To inquire about employment opportunities, county authorized trainings and requirements for becoming a substitute teacher, individuals must first contact the human resources office in the county school district's central office.
- School districts may direct applicants to complete the WVDE provided eLearning initial substitute teacher training course online. Information about registering for eLearning may be accessed at <https://wvde.state.wv.us/elearning/>.

Short Term Substitute Teaching Permit – Individuals who hold a short-term permit may substitute teach in the same classroom, at any grade level, for 30 days or less. A person with a short-term substitute permit may not substitute for more than 30 consecutive days in same classroom.

Long Term Substitute Teaching Permit – A long-term substitute permit allows an individual to substitute teach within a specific endorsement area at specified grade levels for more than 30 consecutive days in the same classroom. Applicants **must** meet additional coursework criteria as demonstrated on their college transcripts, which includes (but is not limited to) at least 12 semester hours of credit with a grade of C or higher in the subject area for which they intend to substitute.

- *Those seeking elementary education endorsements, must have a minimum of 12 semester hours which includes at least one college level mathematics course and a combination of core content coursework in English, science and social studies. (One course related to child development, early learning, or reading and writing may be used in lieu of a core content course other than mathematics).*

Substitute Permits for Nursing – Minimum criteria for a substitute teaching permit for the endorsement of nursing includes (but is not limited to) a Nursing Diploma/Associate Degree with a cumulative GPA of 2.0 These individuals must hold a valid registered nursing license issued by the West Virginia Board of Examiners, and have completed 12 hours of initial substitute teacher training related to school nursing and 6 hours of clinical time with a certified school nurse who is a registered nurse.

Substitute permits are valid for 3 years.

To review the complete requirements of licensure, please review West Virginia Board of Education Policy 5202 at <http://wvde.state.wv.us/policies/>

Substitute Teacher Training – eLearning course (Initial and Renewal)

To assist counties with the training of substitute teachers, the WVDE has made available another option to meet the initial and renewal – training requirements as outlined in WVBE policy 5202. Applicants now have the option to complete a **free eLearning course** that meets the initial and renewal training requirements of policy. The WVDE WVlearns Substitute Online Training is a 12-hour, three week course. The application is still required to complete the classroom observation portions in addition to the course. For course dates, check the WVDE website. For questions, regarding the eLearning substitute online course, or if you are using the eLearning to renew your substitute permit, please contact Donna Landin at dlandin@k12.wv.us.

You will go to:

West Virginia Department of Education (website)
Certification
Teaching/Learning
E-Learning

You will find the schedules and other information you may need.