



# Online Substitute Training Course

The Substitute Online Training Course - **SubSkills** is \$39.95 per person and can be purchased online with a Visa or MasterCard. The course is designed by Utah State University Substitute Teaching Institute and delivered by STEDI.org. To begin your training, log on to <http://mystuff.stedi.org/sp/store.aspx> and **select the option you would like in the Online Store** - be sure to select *Atlanta Public Schools* as your district when you register. The online training course begins with training in classroom management, teaching strategies, planning, and other instructional skills and procedures. Substitute applicants are required to complete the **SubOrientation** and **SubSkills** training and pass the **SubAssessments**. *Atlanta Public Schools* requires a composite score of at least 80% on the SubAssessment. Upon completion of the online course you will receive a SubDiploma. You will be required to upload the SubDiploma to your application.

**Applicants who hold a valid or expired, professional Georgia teaching or valid or expired paraprofessional certification are exempt from taking the online training course; however, you MUST upload a copy of the certificate to your *Atlanta Public Schools*' application.**

The training fee provides applicants online access for one year to:

1. SubOrientation training
2. SubSkills training material
3. A variety of downloadable forms and over 75 fill-in activities that can be used in the classroom.
4. The online SubAssessment is designed to evaluate how well the SubSkills training material has been mastered.

The training may only be taken over the Internet and includes 8-12 hours of interactive SubOrientation and SubSkills training. It takes an average of 30 minutes to complete each of the five SubAssessment sections. Applicants may take each section of the SubAssessment a maximum of four times to obtain a composite passing score of at least 80%. If you prefer not to study at a computer, you may purchase a handbook from STEDI for an additional fee.

You will need a computer with high-speed internet connection and one of the following browsers installed on your computer: Internet Explorer 7+, Firefox 3+ or Safari 4+. To hear the audio and video clips you will also need speakers or headphones connected to your computer. Adobe FlashPlayer 9 (or newer) is also required.

After successfully completing the online training course, applicants are ready to complete the *Atlanta Public Schools*' application. You will be required to upload a copy of the SubDiploma to your application. Remember to print and save a copy of your SubDiploma for your records.

Substitute Teaching Division



Click here to go directly to [www.STEDI.org](http://www.STEDI.org)