

## **Frequently Asked Questions**

### **What is the Guest Teacher Program?**

The Guest Teacher Program is a training program to prepare individuals who have a bachelor's degree with little to no teaching experience for the classroom and assist in obtaining a Type 06 Day to Day Substitute Emergency Permit.

### **Who is the Guest Teacher Program for?**

Our successful graduates of the program have been stay at home parents, retirees, caregivers, those who are reentering the workforce for a variety of reasons, students considering a profession in teaching, those looking for a career change, individuals needing a flexible schedule, etc.

### **What is a day-to-day substitute emergency permit?**

A Type 06 day-to-day substitute emergency permit is issued by the Pennsylvania Department of Education (PDE) to qualify a person for service as a day-to-day substitute teacher. This permit can only be issued to individuals holding a bachelor's degree.

### **Does the Type 06 day-to-day substitute emergency permit have any restrictions?**

Yes, the following restrictions apply:

The permit is valid for one school year only. Renewal is required each year.

Guest Teachers receiving a day-to-day Type 06 permit cannot work as a long-term sub or full-time teacher position.

The permit allows a Guest Teacher to substitute on a day-to-day basis for up to 20 consecutive days in one assignment.

### **In what subject areas and grade levels can I substitute?**

You may substitute in any subject area and at any grade level with your emergency permit, special education included!

### **I received my bachelor's degree outside of the US. Where can I get my transcripts evaluated?**

A complete list of accepted evaluation services can be found through the [Pennsylvania Department of Education \(PDE\)](#) website, here are a few:

World Education Services (WES)

National Association of Credential Evaluation Services (NACES) -  
<https://www.naces.org/members>



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Association of International Credential Evaluators, Inc. (AICE) - <https://aice-eval.org/members/>

### **Why do I have to submit a health physical and TB Test?**

PA School Code requires all school personnel, employees, and independent contractors, who provide direct services to students on behalf of a school to take a pre-employment medical examination and tuberculin test, the results of which shall be recorded on the forms prescribed by the Secretary of Health. When you apply to work at any PA School, you must provide evidence of a physical and TB Test via the School Personnel Health Record Form. Physical must have been completed within the last 12 months (from training date) and TB test (X-ray, blood test, or antigen test) must have been performed within 3 months of training date)

### **Where can I get a physical and TB Test that meets the requirements?**

You can obtain a physical and TB Test at any physician's office; however, there are several local clinics that offer options. Check with your family physician to see if it is offered. Most insurances will cover the cost, but if paying out of pocket the cost can vary. Some options are as follows:

[CVS Minute Clinic](#)

[Patient First](#)

[LGH Med Express](#)

### **How much can I earn as a substitute teacher? How will I be paid?**

The pay rate for day-to-day subbing varies (by school district or IU). You will either be directly employed by LLIU13, the school district in which you substitute and/or STS. Contact the district directly for more information on rates of pay and other payroll matters. Current IU13 substitute pay rates are listed on the website [here](#).

### **Do I have an opportunity to choose the school district I work for?**

Yes, you will receive a district preference form where you will choose the school districts you would like to substitute for. This will include an option for grade levels and special education.

### **Who should I notify to update my contact information, including email address, phone number, or home address?**

Please contact us anytime during the school year at 717-606-1849 or email [humanresources@iu13.org](mailto:humanresources@iu13.org)



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**When can an applicant expect to start subbing, following participation in the orientation?**

Once all of an applicant's clearances and other required forms are submitted to Lancaster-Lebanon IU13 and emergency permit is obtained, it depends on the following criteria:

- **If working in IU13 classrooms-** additional information will be emailed to you, as well as access given to the Frontline system for scheduling sub assignments (board approval is required, however, you are able to start prior to board approval)
- **If interested in working in district classrooms** – your documents will be sent to districts and they will contact you directly. Board approval is usually required prior to start of employment.
- **If interested in working for STS-** your documents will be sent to STS. You will need to go to the [STS website](#) and apply (choose one district you would like to work for and later in the process they will ask you for your district preferences).

**Who can I contact for more information about the IU13 Guest Teacher Training?**

Should you have any questions or concerns, please feel free to reach out to [gtt@iu13.org](mailto:gtt@iu13.org) or call 717-947-1960. We welcome your questions and are here to help!