

# ON-LINE SUBSTITUTE TEACHER COURSE REGISTRATION INFORMATION

## On-line Course

This on-line course is counted towards the requirement to be eligible to substitute teach in any school district in the Department of Education. Individuals are required to complete the entire on-line course, pass a written examination and successfully fulfill all other DOE requirements.

Please note:

- Participants are responsible to ensure that their personal computer hardware is able to meet the hardware requirements set by the instructor. **Computer issues beyond Day 10 of the class will result in withdrawal from the online class upon recommendation from the instructor. There is NO REFUND.**
- ***Students who are withdrawn due to personal computer issues will be required to register and pay for a future class offered.***
- Participants must view the mandatory online orientation training module during Week One of the online course. The hour video program is available in both Quicktime and Flash versions. The instructor will be communicating by email to all participants prior to Day 1 of the online class.
- Written exam must be taken on the designated last day of class. **No exceptions made.** Participants on all islands will be informed by their instructor of the location and time of their written exam. **A picture ID and original copy of your Social Security card is required for admission to the exam room.** Please bring a pen and/or pencil to take the exam.
- The online course is a seven (7) week class. Participants must commit to participating in all readings and assignments during the entire on-line course. Due to the nature of the online format, students are highly encouraged to log on daily for teacher updates, required discussions and/or forum participation. **Students who have not logged-on for four (4) or more days may be contacted by the instructor or program administrator which may result in a recommendation to withdraw from the online course.** Furthermore, since students will be assigned to teams and must communicate, registered participants' phone numbers will be shared with members of the class.
- Completion of the on-line Substitute Teacher course **does not** guarantee employment.
- The on-line course will be filled on a first-come, first-serve basis. Register early to secure a space as space is limited. Do **not** send your registration packet during non-registration period which is **prior** to or **after** the posted registration period.

## Eligibility for On-line course

New applicants with a Bachelor's degree from an accredited college/university or Current Class II, Class III substitute teachers

## Tuition

**\$70.00 – (\$20.00 enrollment fee plus \$50.00 tuition fee). No refund.** Your commitment to completing the on-line course is binding. Money order or personal checks drawn from local bank ONLY. **Mail-in your Registration Form and all required documents, and check payable to: Department of Education** for a total of **\$70.00** to McKinley Community School for Adults, Maui 179 West Kaahumanu Avenue, Kahului, Hawaii 96732. **Out-of-state, third party checks or Credit Cards are not accepted.** Registration fee is not transferable. A \$25.00 service fee will be assessed for returned checks (closed or insufficient funds) in accordance with Chapter 40-35.5 Hawaii Revised Statutes. All materials are provided on-line.

## Registration Deadline

Registration Form and all required documents must be post marked as indicated on the Registration Form. ***The on-line course will be filled on a first-come, first-serve basis. Register early to secure a space as space is limited. Any documents received outside of the post marked dates will be returned to you.*** The Registration Form follows this information document.

## Help Desk

HVLN Help Desk services are available to assist you with login or other Blackboard-related issues.

### **Live Phone Support:**

(808) 447-7530

Mondays and Thursdays

5:00 p.m. - 7:30 p.m.

### **Email:**

[hvlnhelp@gmail.com](mailto:hvlnhelp@gmail.com)

(24 hr response time)

For some support cases, online conferencing may need to be scheduled with user. Help Desk will make this determination and coordinate scheduling.