

Frequently Asked Questions: Substitute Teacher Training Program

1. *If I have previously served as a substitute teacher for the Fort Worth ISD but was not active during the past school year (2009-2010), do I need to re-apply?*

Yes, all substitute teachers who have not been active over the course of the previous school year (2009-10) are automatically terminated. You will need to re-apply following the new substitute teacher hiring process.

2. *Am I eligible for rehiring?*

As long as you separated from employment with the Fort Worth ISD under favorable terms, you should be eligible for rehire.

3. *If I am a retired teacher from the Fort Worth ISD do I need to take the training and assessment?*

No. If you are a retired teacher and have a valid professional teaching license you are exempt from the online substitute training.

4. *How do I access the training?*

Access to the training is online at www.STEDI.org. Register and purchase the online **SubSkills™** Training Package. No access code is needed. You will be able to begin the course immediately. When prompted, create a new account. For “District: ADD” select the state of TX and Fort Worth ISD. This ensures that you will have access to district specific information.

5. *How long does the online training/assessment take?*

The course is self-paced. Allow at least 6-10 hours, but the **SubAssessment™** is timed.

6. *How quickly can I start the program?*

Once you register and pay the fees, you will be able to start the training online at www.STEDI.org. Once you register and pay the fees, your access to the training program will expire in one year. Access to the training module is 24/7/365.

7. *Will the Fort Worth ISD reimburse me for the expense incurred for taking the training and assessment?*

No, applicants will not be reimbursed for the cost of the training and assessment.

8. *What kind of computer do I need?*

You will need a computer with Internet Explorer 7+ or Firefox 2+ installed. To hear the audio and video clips you will also need speakers or headphones connected to your computer.

9. *Can I take the test without taking the training?*

If you feel confident that you have the knowledge required to pass the test, you could take the test without taking the training. However, we would not advise it. You only have four (4) chances to take the test and the test is designed around lessons learned from the training. In addition, you will still need to pay \$39.95 for the entire substitute training program which includes the test. The test is not sold separately.

10. What is the passing score for the test?

Applicants must achieve a score of eighty-five percent (85%) or higher to be issued a **SubDiploma™** and be eligible to substitute for Fort Worth ISD schools.

11. How long will it take to complete the assessment test?

The **SubAssessment™** timed test will take 30-40 minutes per section, and there are five sections.

12. I know you stated that retired or certified teachers are exempt from taking the training/assessment. However, can I still take the training?

Yes, you may still register and take the training, but please be advised that it is at your expense.

13. If I become a substitute teacher and later I am hired as a regular teacher, can I get reimbursed for the training costs?

No, if you become a regular teacher, you will **not** be reimbursed for the training costs.

14. When I click on the URL link an error message page appears?

First, try to copy and paste the above address into the address bar of your browser. Sometimes older versions of browser software or your system's settings are not set up to automatically load the page when you click on a link. If you continue to have difficulty, please contact the Help Line for STEDI.org 1-800-922-4693. Assistance from STI is also available by contacting Barbara at 1-435-755-7800, Extension 703 or Jessica with Live Chat at <http://stedi.org/chat/index.aspx> under "Help" at the www.STEDI.org web site. Hours of availability are Monday-Friday, 8:30 a.m. - 4:30 p.m. Mountain Daylight Time.