

On-line training requirements to become a Lake Wales Charter Schools substitute teacher

Visit the website: <https://www.edtrainingcenter.com>

1. Pick our state (Florida) to get started
2. After selecting Florida, stroll down to “*Introductory Teacher Training*” (for Substitute Teachers) \$25
3. Click on “add to your cart” icon and proceed to checkout.
4. Register to create an account. This requires you to enter an email address and password. (You must create an account before you can complete your purchase).
5. After creating an account, complete your purchase. Click on the “login” field to begin the Substitute Teacher Training modules.
6. After completing the required five (5) Substitute Teaching modules, PRINT the five (5) certificates to verify your training is finished.
7. Return to the Ed Training Center site and scroll down to the *School Districts* site.
http://www.edtrainingcenter.com/shop/index.php/policies_directory
8. Scroll down to *Lake Wales Charter Schools*. Click on the Policy & Procedures link to find all the forms required to become a substitute teacher for the Lake Wales Charter Schools.
9. Complete all forms and follow the instruction sheet for “Background Screening.”
10. Upon completion of all listed items, bring completed forms to the Lake Wales Charter Schools to be scheduled to attend a Substitute Employee Orientation Session.