



Application for Professional Development Services for Substitute Teachers

Active substitute teachers with Volusia County Schools may apply to participate in professional development offerings through Volusia County Schools to earn in-service points towards the renewal of their certificate or towards the reinstatement of an expired certificate.

Terms/Conditions of Maintenance

- The substitute teacher must possess a 5-year professional teaching certificate OR be in the process of earning in-service towards the reinstatement of an expired 5-year professional certificate.
- Substitute teachers with a 5-year Professional Certificate will be able to earn in-service points from the date of application to the end of the educator's current certificate validity period.
- Substitute teachers earning in-service towards reinstatement of an expired certificate will be allotted 2 years from the date of this application to earn the necessary points.
- The substitute teacher will have access to view and/or register for district professional learning opportunities through MyPGS (Volusia County Schools' professional learning management system).
- Acceptance into district in-service opportunities will be on a space available basis.
- The substitute teacher may incur additional fees if there is a high cost for materials.
- District online courses require participants to complete implementation and evaluation activities. Substitute teachers may have difficulty completing implementation or evaluation activities.
- In-service add-on certification courses in the areas of Reading, ESOL, Gifted, or Autism are not available to substitute teachers.
- It is the responsibility of the substitute teacher to notify the PLSI department of any change in personal information, i.e. mailing address, email address, phone number, etc.
- The PLSI department has the right to deny in-service points for activities that may not be appropriate.
- The substitute teacher must submit the appropriate in-service request form to the PLSI department to request in-service points for activities not conducted by Volusia County Schools.
- A 3-semester hour college course may be used in combination with 60 in-service points towards certificate renewal or reinstatement. An official, sealed transcript must be submitted to the PLSI Department.
- The substitute teacher must remain actively substituting for the district to retain access to VCS in-service opportunities.

Complete and submit this form to the Professional Learning & School Improvement Department. *(A valid email address is required.)*

(Please TYPE or PRINT)

Last Name:	First Name:	Middle Initial:	Last 4 digits of SS #:
Email Address:			Phone #
Certificate Expiration Date:			

This is to verify that I have read and agree to the terms/conditions above.

Signature of Applicant

Date

Submit application to: Professional Learning & School Improvement Department, P O Box 2118, DeLand FL 32721-2118
Or send interoffice mail to Professional Learning & School Improvement Department, Brewster Center, DeLand.