

*Professional Teaching Standards Board
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TO: School Personnel
FROM: Dr. Connie J. Pollard

RE: Substitute Teachers

In September 1997 districts were informed that individuals who held a Classroom Substitute Permit may obtain a one year extension to obtain the five renewal credits required to renew their Permit. This was based on two factors. First, in 1992 PTSB began requiring holders of a Sub Permit to obtain five semester hours of credit to renew their permit. Second, prior to 1997 and for a few years after 1997 certificates and permits were sent directly to local districts rather than the certificate/permit hold; as a result, substitutes were often not aware of the renewal requirement; this is no longer the case.

As of this date, PTSB will no longer issue one year extensions to holders of a Classroom Substitute Permit to complete the required renewal credits.