



SUBSTITUTE TEACHER TRAINING

The New York City Department of Education (**NYCDOE**) has registered you for an **online** training program called the **Introductory Teacher Training** program, from **EDTRAININGCENTER.com**, as part of your preparation for serving as a **Substitute Teacher**. In order to access this **pre-paid**¹ training program, you must carefully follow instructions provided herein. **NOTE:** EDTRAININGCENTER.com was formerly known as The SubHub. Therefore, if you have completed this training with The **SubHub**, you need **NOT** repeat it.

This training program consists of **five (5) courses**: 1) Substitute Teaching 101 2) Advanced Classroom Management 3) Instructional Strategies 4) Exceptional Student Education 5) Working with At-Risk Youth. The time required for completion of the training program is approximately 10-20 hours, depending on your pace. However, you do not have to complete the training in one session. You may train on your own schedule, logging out whenever you wish to stop. The program will always remember the work you've completed and you may resume where you last stopped the training. You may also review content which you've already completed.

Upon completion of the entire training program, you will be able to print a **Certificate of Completion**. If you choose not to print the certificate immediately, you may print it later. The NYCDOE requires you to complete **ALL FIVE COURSES** and provide the **Certificate of Completion**.

Access Period

Your registration for this training curriculum will expire **90 days** from the date you were registered by the NYCDOE. When you access your account, you will be able to view the exact date until which the training will be available to you (i.e., expiry date). If you do not complete the training by the expiry date, you will be required to pay a fee to gain access to the training program. For information, contact the NYCDOE at (718) 935-2689.

Course Failure

Each of the five courses has a Final Exam which has a passmark of 80%. You receive **two** attempts to pass each of the Final Exams. Be sure that you are ready to take the exams and feel free to go to previous portions of a course to refresh your memory before taking each exam. If you **FAIL** the Final Exam of any course twice, you will be informed of your result and will be denied further access to the course or exam. At that time, you will be required to pay a fee to gain access to the training program. For information, contact the NYCDOE at (718) 935-2689.

¹ *The EDTRAININGCENTER.com offers a variety of additional resources including NYSED-approved courses on Child Abuse Identification and School Violence Prevention. If you choose to follow these courses at this center, you need to purchase them directly from the EDTRAININGCENTER.*

Setting Up Your Login (i.e., if you do NOT have a Password)

As a New York City nominee, you have already been registered in our system and enrolled into your required training program. All you have to do is set your password, because at the moment, you don't have one.

Go to www.edtrainingcenter.com and click on the "**LOGIN**" link (located in the top-right of the webpage). This will take you to the "Log in" page. On the "Log in" page, click the "**Forgot Password?**" link. When on the "Forgot password?" screen, enter the email address that you provided when you completed your online application for the Substitute position and click "**Submit**".

***NOTE:** If the email you enter does NOT match that in our system, you will not be allowed to proceed as a New York City nominee with pre-paid access to the training. Your entry is **not** case sensitive; re-enter the information accurately or contact **Support** (see below) requesting clarification of the e-mail address reflected in our records.*

When the system identifies you as a NYCDOE nominee, it will EMAIL you a link allowing you to create a Password of your choice. Enter and confirm (i.e., re-enter) your Password and click on the "**Submit**" button.

Once you are logged in, you will be taken to your "**Welcome**" page where you can access your assigned training curriculum. Click the "**Open Curriculum**" link to open your training curriculum details. You can scroll down to view the individual training items in your training curriculum.

The first course in the curriculum will have an "**ACTIVATE**" link. Click this to activate the training. The "**Activate**" link will change to a "**Launch**" link. Click "**Launch**" to open your course and begin training. (The "**Activate**" link will only have to be clicked the first time you open the training program.)

Accessing /Resuming Training

If you already have a password you may log in by clicking on the "**LOGIN**" link (located in the top-right of the webpage). This will take you to the "Log in" page. On the "Log in" page, enter the e-mail address and password on record. This will take you to your "**Welcome**" page and you can access training in progress by clicking on the "**Open Curriculum**" link in the **Your Transcript** widget. (Transcript is also available by clicking **Learning > View Your Transcript**).

Once your curriculum opens, you can scroll down and see the details, including which curriculum (modules) you've completed, begun (in progress) or not yet opened (pending prior training). Click the "**Launch**" link for the course or exam you are working on and continue your progress.

Contacting Support

If you have any technical questions, you may contact EDTRAININGCENTER's support staff via e-mail or "**Live Support**" (M-F, 9:00 AM to 9:00 PM EST). For more information click **Help > Contact Support**.

Inquiries about NYCDOE's requirements must be directed to subteacherjobs@schools.nyc.gov