

ON-LINE SUBSTITUTE TEACHER COURSE
REGISTRATION FORM

(On-line Class period: October 1- November 17 2018)
(REGISTRATION MUST BE Postmarked: August 30-Sept 22, 2018)

NOTE: Registration Packets are accepted only during specified Open Registration Dates

REVIEW ALL PAGES BEFORE SUBMITTING PACKET.
COMPLETE all information below **AND INCLUDE WITH PACKET.**
[Make a copy of a completed Registration Form for your files.]

PLEASE PRINT LEGIBLY.

Today's Date

I currently reside on [**circle one**] Oahu Maui Molokai Lanai Hawaii (KONA/HILO)
Kauai

Applicant's Name LAST FIRST MIDDLE INITIAL Gender: Male/Female

Current Mailing Address City, State Zip

Current Phone Number(s) Cell Birth Date

Applicant Signature

Current E-mail Address

MANDATORY ORIENTATION TRAINING

You are required to view the Orientation Training Module during Week One of the course to familiarize yourself with the use of the online learning environment. More information will be given to you by your instructor. **A mandatory google hangout meeting will be coordinated by MCSA Maui on Friday Sept 28 at 10am or 2pm for confirmed online students. You must be available for one of these sessions.**

MAIL the following required documents: **Failure to submit all six (6) documents will result in non-registration and documents returned or held at a Community School for Adults office for pick-up. Mail documents only during stated registration period. First come first serve. **Space is limited at 28.****

1. Signed and completed On-line Substitute Teacher Registration Form.
2. An original *Approval Notice* signed and dated by the School Administrator for 2018-2019 school year.
3. Xerox copy of one of the following: an official college transcript from an accredited college/university in the United States; OR an original Evaluated Transcript if college/university is outside USA; 1. Original transcripts will **not** be returned.
4. Xerox copy of a picture ID card i.e. Driver's License, state issued ID, military ID, passport
5. Self-addressed envelope [9" x 12"] with a postage stamp of \$1.61.
6. Signed and Dated Check or Money Order. **NO REFUND.** Make **\$70.00** check or money order (**\$20.00 enrollment fee plus \$50.00 tuition**) payable to: **Department of Education**

MAIL ALL documents to:

MCKINLEY COMMUNITY SCHOOL-MAUI CAMPUS
ATTN: Vice-Principal
179 WEST KAAHUMANU AVENUE
KAHULUI, HI 96732

TECHNOLOGY REQUIREMENTS FOR YOUR COMPUTER.

	Minimum	Recommended
Operating System	Windows Vista, 7, or 8 Mac OSX 10.6, 10.7, 10.8, or 10.9	Windows 7 or 8 Mac OSX 10.7, 10.8, or 10.9
Processor	1 GHz processor	2 GHz or faster processor
Memory	512 MB of RAM	2 GB of RAM or higher
Monitor Resolution	1024 x 768	1024 x 768 or higher
Free Hard Disk Space	5 GB of free disk space	20 GB or higher of free space
Internet Connection	Broadband (high-speed) Internet connection with a consistent minimum speed of 1.5 Mbps	Broadband (high-speed) Internet connection with a speed of 4 Mbps or higher
Internet Browser	Latest version of Chrome or Firefox. <i>To ensure proper configuration, run the Blackboard Browser Check: https://en-us.help.blackboard.com/Learn/9.1_2014_04/Student/015_Browser_Support/Browser_Checker</i>	
Display	1024 x 768 or higher-resolution video adapter and monitor recommended	
Audio	Sound capability and Headset (with microphone)	
Pop-up Blocker(s)	Must be turned off for Blackboard site	
Word Processing Software	Recommended Microsoft Office or at least a word processing program that will allow the ability to create Rich Text Files (.rtf). Free word processing applications such as Open Office http://www.openoffice.org/ are available.	
Applications	QuickTime 7.0 or above installed (free download from Apple website) Adobe Flash (free download from Adobe website) Acrobat Reader installed (free download from Adobe website)	

***Note:** These minimum **computer** requirements are **required** in order for you to successfully engage in the course.

To log in, go to: <https://hidoe.blackboard.com>

You will receive your username and login from Dr. Petrakis by Sunday September 30 2018.

Example below:

USERNAME: «user_ID»

PASSWORD: subsum2016

Keep for Reference

GENERAL INFO

- The Online Course dropout/dismissal rate averages 30%.
- [You will be required to do online group assignments, which requires active communication and commitment.](#)
- All assignments must be completed and a minimum point total of 80 must be achieved to take the final exam.
- Online students are expected to log on 2-3 times a week to engage with peers.
- Completing this course while on vacation or travelling out of state during this course is highly discouraged.
- [Do not plan on accessing the course via a smartphone or tablet.](#)
- The final paper/pencil exam must be **completed the week of Nov 25-Nov 29 2018, no exceptions.**

Oahu's Exam will be at the McKinley CSA- Moanalua Campus.

Maui's Exam will be at the McKinley CSA- Maui Campus

Kona's Exam will be at the Waipahu CSA- Kona Campus

Hilo's Exam will be at the Waipahu CSA - Hilo Campus.

Kauai's Exam will be at the McKinley CSA – Kauai Campus.

Molokai and Lanai will be at the district office or CSA Satellite site.

**Participant #'s may allow tests to be given at alternate sites.

During Week One which starts on October 1, 2018, you will log into your course and [begin working on Unit 1 where you will have the opportunity to familiarize yourself with the Blackboard learning management system.](#) You will be expected to access a series of learning tutorials on how to navigate through Blackboard and on how to use the tools in Blackboard.

When you log into the course with your username and password, make sure you thoroughly review the course syllabus, the weekly schedule, the course calendar and deadlines so that you can organize your time appropriately. You can find all of this information by clicking on the Course Info link on the left navigation menu.

You will also download your two required textbooks from within your course after you log-in. You **must** complete Unit 1 by the end of the week One. Your instructor will give you the exact due date(s) for all your assignments.

If there are concerns, please contact your instructor, Dr. Petrakis at jpsubclass@gmail.com first. If the issue is not resolved, then contact MCSA Maui Vice Principal Kurt Ginoza at 873-3082 or kurt_s_ginoza@notes.k12.hi.us.

Best wishes for your successful completion of the required Substitute Teacher course! Mahalo for your commitment on becoming the Department of Education's substitute teacher for the children of Hawai'i!

Kurt Ginoza
Vice Principal
MCSA- Maui Campus

Dr. Jay Petrakis
Vice Principal
Lahaina Intermediate School

Cc: Maile Horikawa
Office of Talent Management

Helen Sanpei
Principal
MCSA- McKinley