

Frequently Asked Questions

IU12 Guest Teacher Program

What is the Guest Teacher Program?

The Guest Teacher Program is a training program to prepare individuals who have a bachelor's degree with little to no teaching experience for the classroom and assist in obtaining a Type 06 Day to Day Substitute Emergency Permit.

Who is the Guest Teacher Program for?

Stay-at-home parents, retirees, caregivers, individuals reentering the workforce, students exploring a career in education, people seeking a career change, and those needing a flexible schedule.

What is a day-to-day substitute emergency permit?

The Pennsylvania Department of Education (PDE) issues a Type 06 emergency permit to qualify individuals for day-to-day substitute teaching. To be eligible, applicants must hold a bachelor's degree.

Does the Type 06 day-to-day substitute emergency permit have any restrictions?

Yes, the following restrictions apply:

The permit is valid for one school year only. Renewal is required each year.

Guest Teachers receiving a day-to-day Type 06 permit cannot work as a long-term sub or in a full-time teacher position.

The permit allows a Guest Teacher to substitute on a day-to-day basis for up to twenty consecutive days in one assignment.

In what subject areas and grade levels can I substitute?

You may substitute in any subject area and at any grade level with your emergency permit, special education included!

I received my bachelor's degree outside of the US. Where can I get my transcripts evaluated?

A complete list of accepted evaluation services can be found through the [Pennsylvania Department of Education](#) (PDE) website. Some of these include:

[World Education Services \(WES\)](#)

<https://naces.org/members/>

<https://aice-eval.org/members/>

Why do I have to submit a health physical and TB Test?

The PA School Code requires all school personnel—including employees and independent contractors who provide direct services to students—to complete a pre-employment physical examination and tuberculin (TB) test. The results must be documented on forms approved by the Secretary of Health.

When applying to work at any Pennsylvania school, you must submit proof of a physical exam and TB test using the School Personnel Health Record Form. The physical exam must have been completed within the past 12 months, and the TB test (X-ray, blood test, or antigen test) must have been administered within 3 months prior to the LIU receiving your documentation.

How much can I earn as a substitute teacher? How will I be paid?

The pay rate for day-to-day substituting varies by school district or IU. You may be employed directly by the district where you substitute or by a substitute service agency (ESS, Kelly Education, STS).

Do I have an opportunity to choose the school district I work for?

Yes, you will have the opportunity to choose from school districts in Adams, Franklin, and York Counties, as well as the Lincoln Intermediate Unit, which has classrooms located within many of these districts plus three learning centers.

When can an applicant expect to start subbing??

Once all required clearances and forms are submitted to Lincoln Intermediate Unit 12 and the emergency permit has been obtained, the next steps depend on the following criteria:

- **If interested in working in LIU 12 classrooms** – your documents will be sent to Kelly Education, and they will contact you directly with next steps.
- **If interested in working in district classrooms using one of the substitute service agencies** – your documents will be sent to the appropriate agency, and they will contact you directly with next steps.
- **If interested in working in district classrooms not using one of the substitute service agencies** – your documents will be sent directly to the district(s), and they will contact you directly with next steps.