



App-Garden Virtual Training course(s) may be purchased. Please carefully review the following information about the district's requirements and course(s). Find the catalog link to purchase a course in the table below. Read and follow the instructions given in the table.

**Disclaimer: This application works best in Chrome or Firefox! Any other web browser will not guarantee consistent results. The preferred device to use is laptop or desktop computer. You may experience issues on a mobile device.**

## **SUBSTITUTE TEACHER TRAINING**

### **Rutherford County Schools**

Thank you for your interest in substitute teaching with Rutherford County Schools (RCS). The Rutherford County Board of Education requires prospective substitutes to complete appropriate training and maintain an approved criminal history check in accordance with Rutherford County Board of Education Policy 7100: Recruitment and Selection of Personnel and Administrative Procedures. Substitutes are approved at the monthly Board meeting.

All new substitutes are required to complete the Rutherford County NC Substitute Training hosted through the App-Garden Virtual Training online system. The courses offered provide certification for substitute teaching in Rutherford County Schools. To qualify, all potential substitutes must possess one of the following:

- A North Carolina teaching license, or
- A transcript of successful completion of at least 48 semester hours of college coursework, or
- A high school diploma and a written recommendation by the Principal for employment only at that school.

Prospective substitutes must pass one of the training series described below.

**Your certificate for these courses will expire in the July of the 2 years from your purchase date.**

**Please review carefully to determine the appropriate course for you.**

You must complete each series and pass the quiz at the end of each series. You will be able to print a certificate (PDF) upon successful completion of the course.

### **Rutherford County NC Substitute Teacher Orientation v.20 \$39.00**

This course is intended for:

- **ALL NEW PROSPECTIVE SUBSTITUTES WHO HOLD A CURRENT NORTH CAROLINA TEACHING LICENSE OR ARE ETT-CERTIFIED.** Any certificate or license must be on file in the Rutherford County Schools HR office.
- **ALL RETURNING RCS SUBSTITUTES WHO DID NOT WORK AS A SUB DURING THE 2016-17 SCHOOL YEAR BUT HOLD A CURRENT NORTH CAROLINA TEACHING LICENSE OR ARE ETT-CERTIFIED.** Any certificate or license must be on file in the Rutherford County Schools HR office.

This course will provide certification for substitute teaching in Rutherford County Schools. This course consists of four series:

- Employment Information and Classroom Management
- Safety
- Health Concerns
- Blood borne Pathogen

Please click on the following course title to purchase Rutherford County NC Substitute Teacher Orientation for **\$39.00** (instructions on the checkout process are at the end of this document).

### **Rutherford County NC Substitute Teacher Orientation with Effective Substitute Training (Interactive) \$49.00**

This course is intended for:

- **ALL NEW PROSPECTIVE SUBSTITUTES WHO DO NOT HOLD A CURRENT NORTH CAROLINA TEACHING LICENSE OR ARE NOT ETT-CERTIFIED.**
- **ALL RETURNING RCS SUBSTITUTES WHO DID NOT WORK AS A SUB DURING THE 2016-17 SCHOOL YEAR AND DO NOT HOLD A CURRENT NORTH CAROLINA TEACHING LICENSE OR ARE NOT ETT-CERTIFIED.**

This combination course will provide certification for substitute teaching in Rutherford County Schools. The course consists of the Rutherford County Schools Substitute Teacher Orientation and Effective Substitute Training (Interactive). You must complete all series and pass all quizzes. You will be able to print a certificate upon successful completion of the course.

The Orientation Course consists of four series:

- Employment Information and Classroom Management
- Safety
- Health Concerns
- Blood borne Pathogen

The Effective Substitute Training has five series:

- Series 1: Teaching as a Profession
- Series 2: You, the Effective Substitute
- Series 3: Elements of the Lesson Plan
- Series 4: Student Behavior/Classroom Management
- Series 5: Substitutes Who Get All the Calls

Please click on the course title below to purchase Rutherford County NC Substitute Teacher Orientation with Effective Substitute Training for **\$49.00** (instructions on the checkout process are at the end of this document).

**During both of the above training courses, you will be redirected to a file containing all of the paperwork to be completed (RCS Substitute Teacher Application Packet). Print and complete all packet paperwork.**

Return all completed packet paperwork along with your course certificate, driver license, social security card (or other approved I-9 documents), and proof of current negative TB test to the Human Resources Department. Schedule a time to be fingerprinted. Upon receipt of a clear criminal history check, the Human Resources Director will submit names for approval at the next scheduled Board meeting. Once approved, you will be notified and your name will be added to the RCS approved substitute list for the schools you selected.

## **Rutherford County NC Substitute Teacher Refresher v.20      \$19.00**

This course is intended for:

- **ALL RETURNING RCS SUBSTITUTES WHO DID WORK AS A SUB DURING THE 2018-2019 SCHOOL YEAR.**

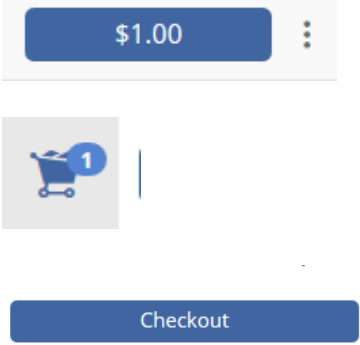
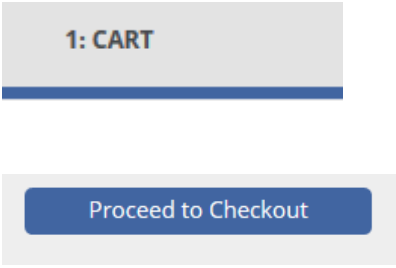
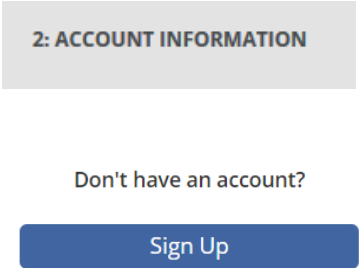
This course will provide certification for substitute teaching in Rutherford County Schools. This course consists of four series:

- Employment Information and Classroom Management
- Safety
- Health Concerns
- Blood borne Pathogen

Please click on the following course title to purchase Rutherford County NC Substitute Teacher Orientation v.20 for \$19.00 (instructions on the checkout process are at the end of this document).

**Disclaimer: No refund will be issued after you purchase the course.**

## User Access to Pay for an App-Garden Course

<p>Please click on the catalog title to the right to access and purchase one of the courses provided by <b>Rutherford County Schools</b>.</p>	<p><a href="#">Rutherford County Catalog Courses Link</a></p> <p><b>Please be sure to read the course description prior to your purchase.</b> <b>**No refund will be issued after you have purchased the course**</b></p>
<p><b>Step 1-Catalog</b></p> <p>Add course to cart by clicking on the blue price button next to the course you will like to purchase.</p> <p>Confirm that you have added the course you wish to purchase.</p> <p>To proceed to checkout, Click on the shopping cart in the top right and Click Checkout.</p>	<p>This is a <u>sample</u> of an order. Courses and Costs vary!</p>  <p>The screenshot shows a blue button with '\$1.00' and a three-dot menu icon. Below it is a shopping cart icon with a blue circle containing the number '1'. At the bottom is a blue 'Checkout' button.</p>
<p><b>Step 2-Review Cart</b></p> <p>Confirm that you have selected the course you wish to purchase.</p> <p>Click Proceed to Checkout.</p>	 <p>The screenshot shows a grey header with '1: CART' and a blue 'Proceed to Checkout' button.</p>
<p><b>Step 3-Account Information</b></p> <p>Choose to create a new account to continue your purchase if you are new to the App-Garden Virtual Training.</p>	 <p>The screenshot shows a grey header with '2: ACCOUNT INFORMATION' and a blue 'Sign Up' button.</p>

Provide your first and last name, phone number including area code, and enter your email address as your username.

Enter your email address (the email you used as your username) and create a password to use to gain access to your training site.

Click Proceed.

Account Information

First Name \*

Last Name \*

Username \*

Must contain 1 or more characters

Email \*

Password \*

Must contain 1 or more characters

Re-enter Password \*

Phone Number \*

Proceed to Checkout

Enter your billing/shipping address.

Click Proceed.

Address

Address \*

Address 2

Country \*

State/Province \*

City \*

Postal/Zip Code \*

Billing address is the same as shipping

Proceed to Checkout

## Step 4- Payment

Payment method is Credit Card.

Check the box to indicate your understanding acceptance of statement.

After reading the Terms & Conditions select whether you “agree” or “disagree” to continue.

Click Proceed.

### 3: PAYMENT

#### Payment Method

 Credit Card

[I agree to the terms and conditions](#)

#### Terms & Conditions

Once a user has started a course and has access to the course materials, a refund will not be granted. If there is a technical problem with accessing the course, please use the link at the bottom of the course screen to contact the App-Garden University technical support team for resolution.

The App-Garden University is not responsible for any errors or omissions, or for the results obtained by use of the items sold and/or licensed through the App-Garden University. The App-Garden University is not responsible for any loss or damage caused by the information and ideas contained, suggested or referenced in any of the App-Garden University. Registered User agrees that the limitations on the App-Garden University's responsibility contained in this paragraph are reasonable and part of the consideration for the purchase and/or licensing of items through the App-Garden University.

I Agree

Disagree

Proceed to Checkout

Review the order information.

This is a sample of an order. Courses and Costs vary!

#### Your Cart

1 item in your order

[« Cancel and Continue Shopping](#)

<b>Clinton City NC Substitute Teacher Orientation with Effective Substitute Training v. 18</b>	<b>\$49.00</b> Qty: 1
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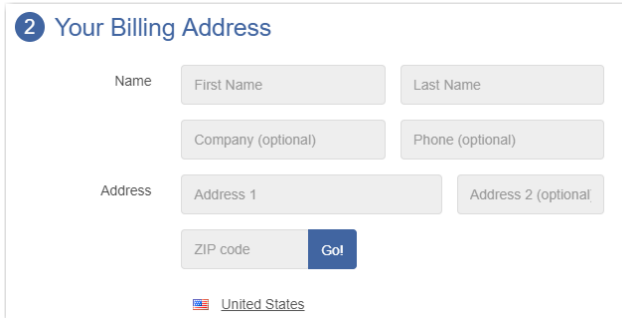
#### Order Summary

<b>Order Total:</b>	<b>\$49.00</b>
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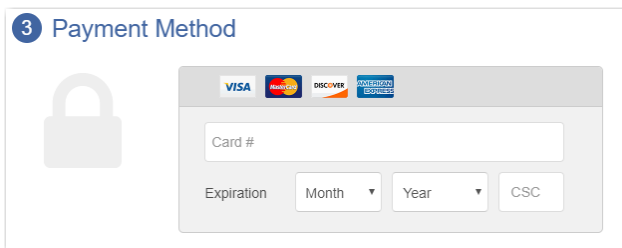
Enter your Email address.



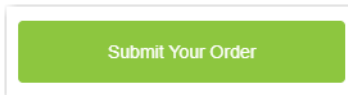
Enter your Billing Address.



Enter your credit card information. (You must use a bank issued card to purchase the course. No gift cards or pre-paid cards will be accepted.)

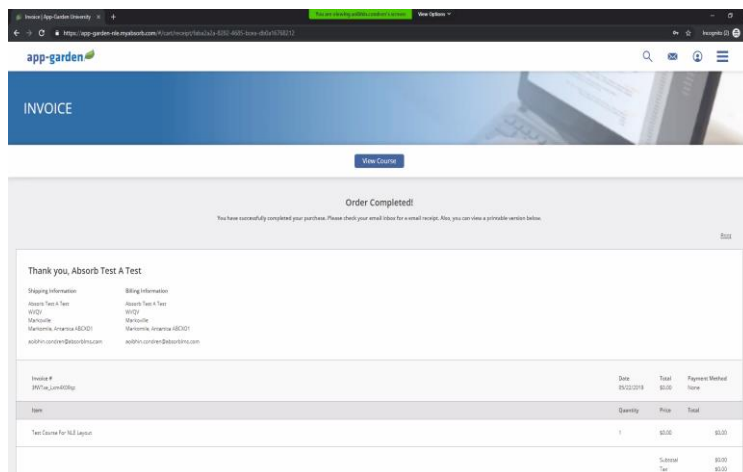


Click Submit Your Order.

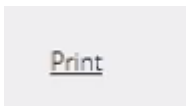


### Step 5-Review

You may print your receipt if you choose. A receipt will be emailed to you.



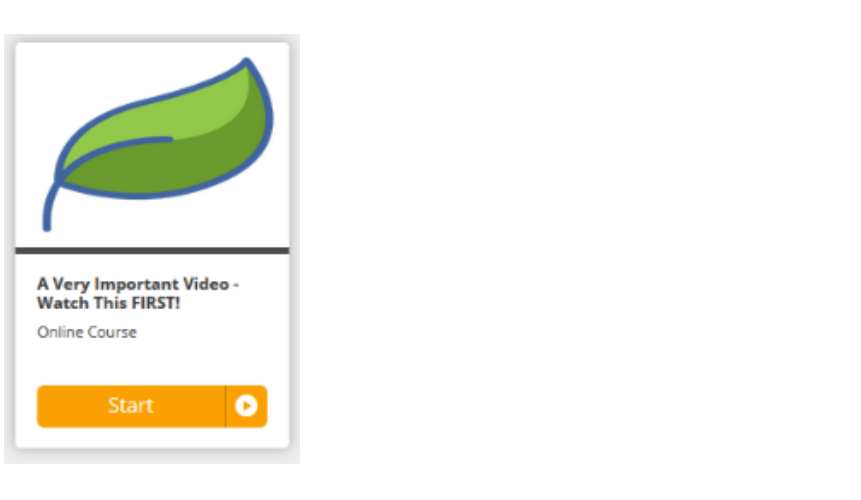
Item	Quantity	Price	Total
Test Course For NEJ Layout	1	\$0.00	\$0.00
		Subtotal	\$0.00
		Tax	\$0.00



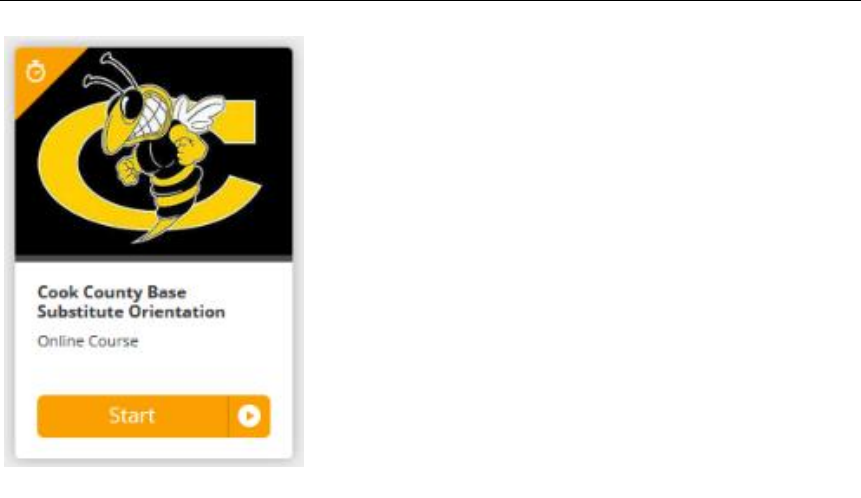
Click on View Course to start the online training.



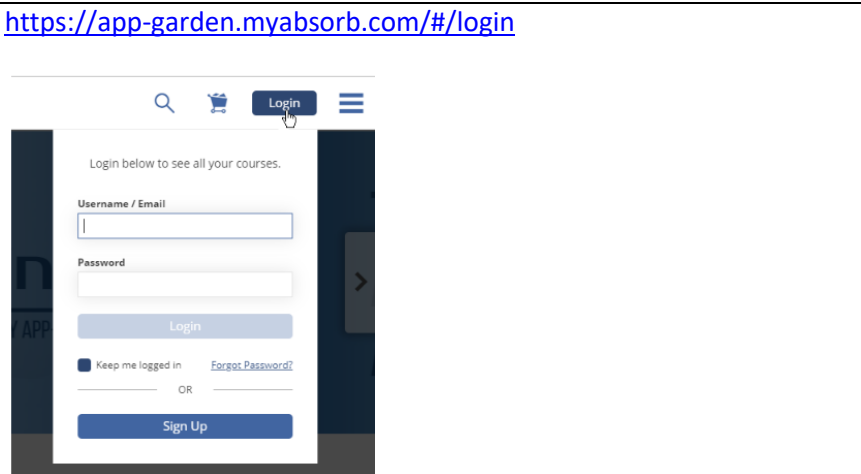
Click on Launch to view an introductory video that will provide explanation and instructions for navigating through the lessons of your course.



Click Launch to start the lessons of your district's substitute training course.



Use this link to return to the learning site.



Login with your email address and password.