



educational excellence through leadership, partnership, and innovation

The Capital Area Intermediate Unit is now accepting Guest Teacher renewals for the 2017/2018 School Year. In order to renew your emergency permit for the 2017/2018 School Year, **please visit our website: [www.caiu.org](http://www.caiu.org)**, click on the **Careers** link and then choose **Guest Teacher Renewal**.

**COMPLETE GUEST TEACHER RENEWAL FORM:**

Print Guest Teacher Renewal Form and complete all information including; Name, address, phone number, email, SS#, and PPID # (if known).

**REVIEW SCHOOL DISTRICT PREFERENCES:**

Place a check mark in the box next to the school districts you would like to substitute in during the 2017-2018 School Year. Once your Guest Teacher renewal has been approved the CAIU will send your basic information (Name, phone number, email, PPID#, and year of valid guest teacher renewal) to the districts based on your choices.

**Note:** Some districts are using contracted services agencies. Districts using these agencies are marked as “S4T” for Source4Teachers or “STS” for Substitute Teacher Service. If you check one of these districts, you will be an employee of the agency and not the school district itself.

**338G FORM:**

Print 338G Form and complete all information. Please be sure to check the box in Section III- Code of Conduct and sign form.

**PRINT AND RETURN ALL REQUIRED PAPERWORK AND THE FEE NO LATER THAN OCTOBER 30, 2017:**

- Check or money order for \$25 (Payable to CAIU)
- Completed 338G Form
- Completed Renewal Form
- Mail to: Colleen Bushman, Capital Area IU, 55 Miller Street, Enola, PA 17025

**QUESTIONS:** Please call Colleen Bushman at 732-8454 if you have any questions.