



Pittsburg State University

Continuing & Graduate Studies Credit Enrollment Requirements Substitute Teacher Training

Undergraduate Application

- Students who have never been admitted or enrolled in Pittsburg State University courses must complete an Undergraduate application form
- To complete application and payment online, go to <http://www.pittstate.edu/admit/wheretopply.html> (a PDF version can also be downloaded for payment by check)
- If paying by check, please attach the \$30 application fee to the application form, making checks payable to Pittsburg State University. **DO NOT INCLUDE THIS FEE WITH YOUR TUITION FEE PAYMENT.** Return application of admission payment & form to: Pittsburg State University, Office of Admission, 1701 S. Broadway, Pittsburg, KS 66762

To receive 1 hour of undergraduate credit, **14-22 lessons must be completed.**

The cost for 1 credit hour is \$130. Please make tuition checks payable to Pittsburg State University and return with credit application to: Denise Richard, PO Box 189, Girard, KS 66743.

PLEASE DO NOT SEND CREDIT PAYMENT UNTIL THE REQUIRED NUMBER OF LESSONS HAVE BEEN COMPLETED

Graduate Application

All participants wishing to enroll in graduate credit must meet the following requirements:

1. You are a graduate level student
2. You have completed a graduate school application and provided undergraduate or graduate degree transcripts
To complete application online, go to <http://www.pittstate.edu/cgs/ProspectiveStudents/applying.html>

The following credit hours are available:

- 7-13 completed lessons = 0.5 credit hour \$85.00
- 14-21 completed lessons = 1 credit hour \$170.00
- 22 completed lessons = 1.5 credit hours \$255.00

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Denise Richard, PO Box 189, Girard, KS 66743.

PLEASE DO NOT SEND CREDIT PAYMENT UNTIL THE REQUIRED NUMBER OF LESSONS HAVE BEEN COMPLETED

PLEASE NOTE:

**A \$40 processing fee will be charged for each hour of credit taken. Please make checks payable to:
Southeast Kansas Education Service Center and return to:
ESC-Greenbush, Attn: Denise Richard, PO Box 189, Girard, KS 66743**

Requests for credit enrollment forms need to be sent to: denise.richard@greenbush.org

Please indicate which credit form is needed below:

_____ Undergraduate _____ Graduate (Non Degree Seeking) _____ Graduate (Degree Seeking)

Please provide the following information when e-mailing your request: Name, Street Address, City/State/Zip, and Phone Number

A credit enrollment form will be mailed to you at the address provided above.

Return the WHITE & YELLOW sheets with payment to: Denise Richard, PO Box 189, Girard, KS 66743

****Please keep the pink sheet on the back of the credit enrollment form for your records****

AVAILABLE COURSES

SUBSTITUTE TEACHER BASICS—Course 101: Introduction to Being a Substitute Teacher; Course 102: Making Connections and a Good Impression; Course 109: Bloodborne Pathogens; **CLASSROOM MANAGEMENT**—Course 103: The First 30 Seconds; Course 104: Being an Effective Classroom Manager; Course 105: Communications; **DISCIPLINE AND INSTRUCTION**—Course 106: Effective Classroom Discipline; Course 107: Active Learning and Discipline; Course 108: Learning Styles and Strategies; **CONTENT AREA-INSTRUCTION**—Course 110: Supporting Reading Instruction; Course 111: Supporting Writing Instruction; Course 112: Supporting Mathematics Instruction; **CONTENT AREA-KNOWLEDGE AND SKILLS**—Course 113: Reading Comprehension: Narrative Texts; Course 114: Reading Comprehension: Informative Texts; Course 115: Reading Comprehension: Decoding Language; Course 116: Writing Fundamentals: Parts of Speech and Sentences; Course 117: Writing Fundamentals: Mechanics of Writing; Course 118: Mathematics: Understanding the Basic Concepts; Course 119: Mathematics: Understanding the Basic Skills of Fractions, Decimals, and Percentages; Course 120: Mathematics: Basic Algebra; Course 121: Mathematics: Geometry; Course 122: Mathematics: Data Analysis

