



Follow the directions provided below to access and complete Introductory Teacher Training (previously called Sub-Hub).

### Creating Your Account

1. Go to [www.EDTrainingCenter.com](http://www.EDTrainingCenter.com) and click the **Go to Login/Register** link. This will take you to the Login page. Click the **"Create an Account"** button.
2. **Provide the required information** including your **State** and **"Group"** which is **Chittenden Central Supervisory Union**.

### Purchasing Training

1. Your training program is named: Introductory Teacher Training (for Substitute Teachers).  
There are several ways to locate this training in our online store. It can be found on every state page or you may use the **Search** feature at the top of the page on our website. Just type the name and click the button to locate the training.
2. Locate your training and click the **Add to Cart** button. This takes you to the shopping cart page where you may review your order and select a payment option. The cost is \$25.00.

### Introductory Teacher Training Description

The *Introductory Teacher Training (for Substitute Teachers)* provides a solid foundation for the new or substitute classroom educator. This training program includes five separate *Courses* and associated *Final Exams*:

1. Substitute Teaching 101 (5 hrs)
2. Advanced Classroom Management (1 hr)
3. Instructional Strategies (1 hr)
4. Exceptional Student Education (1 hr)
5. Working with At-Risk Youth (1 hr)

Need to know:

- You must pass the Final Exam for each Course with a grade of **80% or higher** within **2 attempts**.
- All exam results are visible to the school district(s).
- Learners who fail to pass a Final Exam will be required to purchase a make-up exam in order to complete the training program.

### Resuming Training in Progress

You may train on your own schedule, logging out whenever you wish to stop. Our program will "remember" the work you've completed. To return to training currently in progress, simply login to the site and then click the **Go to My Training** link.

### Documentation of Training

Chittenden Central Supervisory Union requires that you print your Certificates of Completion to demonstrate your participation in the training and submit them to Carol Kogut at CCSU, 51 Park St., Essex Junction, VT 05452.

### Contacting Support

ED Training Center offers email and LIVE Chat M – F, 9 – 6 EST. Click the CONTACT US link at the bottom of any page.