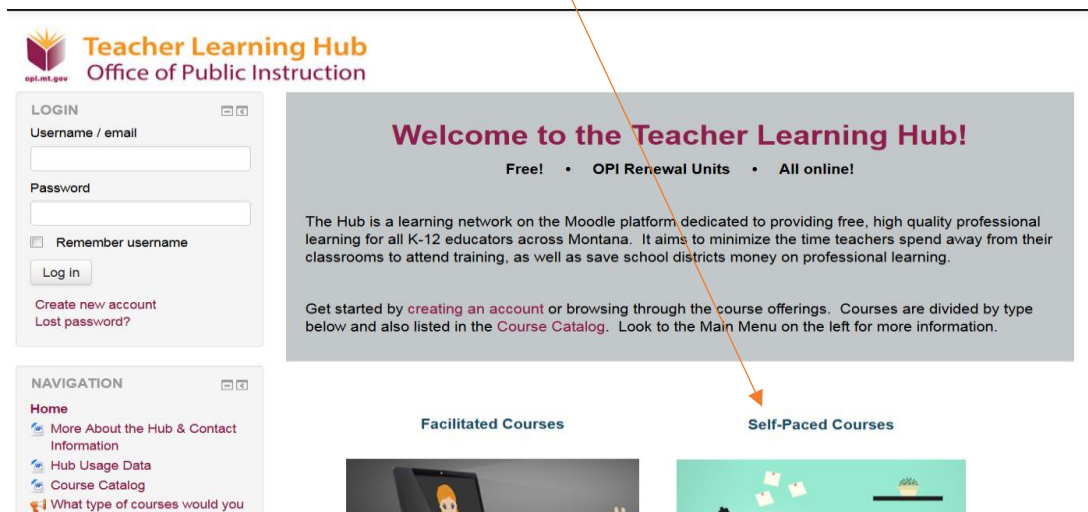


Non Certified Substitute Teacher Training Requirements and Procedures

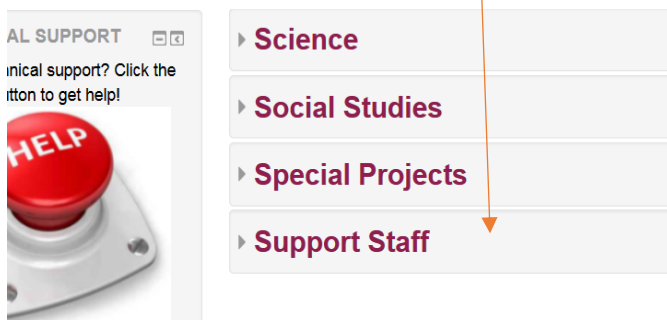
Introduction: In compliance with the Administrative Rules of Montana, all non-certified substitute teachers are required to complete a training course prior to begin working for the Belgrade School District. The course is self-paced and can be done over a period of time or at one sitting. The following information is provided to completing this training requirement.

1. Go to this web link: <http://learninghub.mrooms.net/>

2. Click on Self Paced Courses



3. Click on Support Staff



4. Click on Welcome to Our School link

Course categories:

Self Paced / Support Staff

Search courses: Go

Welcome to Our School! An Introduction for Substitute/Guest Teachers

This course will address: professionalism, legal aspects, classroom management, and strategies to successfully serve as a substitute or guest teacher. This course is designed to meet the three-hour training requirement described in [Administrative Rules of Montana 10.55.716](#).

- Self-paced
- 3 OPI renewal units
- To enroll, click on the course name then "Enroll me" button

5. Create a new account and follow the remaining prompts

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Create new account

This course will need to be completed within 10 days of the email notification you receive from Human Resources upon the notice from HR of the intent to process your application. You will be required to supply Human Resources with the certificate of completion or CEU credits prior to beginning the next steps in the hiring process.

Questions can be addressed to hrrsd@belgradeschools.com or 406-924-2025 or 406-924-2019