



**JANET BARRESI**  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
STATE OF OKLAHOMA

**MEMORANDUM**

**TO:** Superintendents and Special Education Directors/Contacts  
**FROM:** Special Education Services  
**DATE:** August 6, 2013  
**SUBJECT:** Training for Long-Term Substitutes in Special Education

Oklahoma Statute 70 O.S. § 6-105 states that “...Beginning with the 2007-08 school year, any substitute teacher employed to teach special education for the same assignment for more than fifteen (15) consecutive days or thirty (30) total school days during a school year who does not hold a valid certificate to teach special education shall be required to complete in-service training as prescribed by the State Board of Education. The training shall be provided at no cost to the substitute teacher...”

To assist local educational agencies (LEAs) in complying with this requirement, the Oklahoma State Department of Education (OSDE), Special Education Services (SES), has entered into a contract with Labor Relations Press (LRP) to provide online training through Directstep Courses for long-term substitutes filling vacancies in special education classrooms. Special education teachers who are alternatively certified may also complete the online training. Training is at no cost to the LEA and consists of the following four online modules:

- Unit 1—Module 2: Paraeducators’ Responsibilities for Confidentiality, Professionalism, and Ethics;
- Unit 3—Module 1: Disability Overview: Categories, Terminology and Appropriate Interactions;
- Unit 6—Module 1: Discipline Policies and Plans for Students with Disabilities; and
- Unit 8—Module 2: What Paraeducators Should Know About First Aid, Administering Medication and Other Healthcare Issues.

The modules are developed for adult learners, have interactive games, and embedded assessments. Individuals may complete each module over time (i.e., they may begin a module, close it out for the day, and return to the same place days later). Each module takes approximately one hour to complete, and all four modules must be completed with 80% mastery. Users will have seven calendar days in which to complete all modules.

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When a LEA employs a long-term substitute in a special education position, the principal of the individual site must contact our office and provide the substitute's full name, and e-mail address to Ms. Tina Spence, Coordinator. Once that information is received in our office, Ms. Spence will assign the individual to the modules.

Upon successful completion of all four modules a letter of completion will be issued from the OSDE-SES to the substitute and emailed directly to the substitute. Space is limited; therefore, no assignments will be made until the individual is hired for the position of long-term substitute (i.e., individuals may not be signed up prior to being employed as a long-term substitute).

For more information about the long-term substitute training or to have a substitute or alternatively certified special education teacher assigned to an online module, please contact Ms. Tina Spence, at (405) 521-4877 or by e-mail at [Tina.Spence@sde.ok.gov](mailto:Tina.Spence@sde.ok.gov).