



*A Union of Professionals*



Upon the passage of Public Act 100-596, which required training for short-term substitute teachers, the Illinois Association of Regional Superintendents of Schools invited the Illinois Education Association and the Illinois Federation of Teachers to partner to develop a foundational training to meet the requirements of the Public Act.

The training materials are designed for trainers to deliver a three-hour workshop that meets the training component of 105 ILCS 5/10-20.67. Materials include a slide deck, handouts, and facilitator's guide, organized to include the mandatory topics of school safety, curriculum, district and school operation and classroom management.

The Public Act requires each school board, in collaboration with its teachers or, if applicable, the teachers' union, to jointly develop training for short-term substitute teachers. In recognition of this requirement and as part of the training materials, IARSS, IEA and IFT have developed a model memorandum of understanding that school boards and teachers' unions may use to acknowledge that this training serves to meet the requirements of 105 ILCS 5/10-20.67.

Trainers should be sure to provide evidence of completion to all participants, so that short-term substitute teachers have documentation to indicate they completed this training. IARSS, IEA and IFT recommend using the Illinois State Board of Education evidence of completion form [77-21B](#).

Thank you to all the great work of the training development group.