



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
WAIPAHU COMMUNITY SCHOOL FOR ADULTS  
HILO CAMPUS  
155 West Kawili Street P27  
HILO, HAWAII 96720  
PHONE (808) 974-4100 \* FAX (808) 974-6170

**Announcing:  
ON-LINE**

**Substitute Teacher Pre-Hire Course**  
**Class starts on September 25, 2020**

**Course:** On-Line Substitute Teacher Pre-Hire Course (30 Hour class)

**Class Dates/Time:** September 25 3:30pm – 7:30pm  
September 26, 27 8:00am – 4:00pm (working lunch)  
September 28, 29 3:30pm – 7:30pm

**Test Dates/Time:** October 3 8:30am-10:30am  
\*The Test will be given IN-PERSON at Keahu High School, Room G101

**Site:** ON-LINE. YOU MUST HAVE ACCESS TO THE INTERNET & YOUR OWN DEVICE TO PARTICIPATE. Cameras must be turned on at all times.

**Instructor:** Adria Medeiros, Keahu High School

**Registration information: (PLEASE READ AND FOLLOW THE DIRECTIONS)**

- **Registration period:** September 8 (starting at 9am) to September 14, (ending at 3pm) or the class size of 20 is reached. **Once 20 people register, we will close registration.**
- Please go to our website at [www.wcsahawaii.org](http://www.wcsahawaii.org) and click on Campuses, Campus Directory, Hilo Campus to access the intake form. You can also type the following url: [www.wcsahawaii.org/hilo-campus.html](http://www.wcsahawaii.org/hilo-campus.html) into your browser to go directly to the webpage with the intake form. PLEASE FOLLOW THE DIRECTIONS AS WE HAVE REGISTRATION FOR OTHER CLASSES. IF YOU REGISTER FOR ANOTHER CLASS, YOUR INTAKE FORM WILL BE DISREGARDED.
- You will not be able to register for the Substitute Teacher Class until September 8th at 9am. IF YOU FILLED OUT AN INTAKE FORM BEFORE September 8th, 9am, YOU DID NOT REGISTER FOR THE SUBSTITUTE TEACHER CLASS AND YOUR INTAKE FORM WILL BE DISREGARDED.
- After registering on-line, you will receive an email with an appointment time on September 16 between 10am-3pm. This will be your date and time to come to register and pay for the course. **If you miss your appointment on September 16, you will lose your spot in the class.** More information will be emailed to you after you register for the class.
- **If you cannot make any (class, test, registration, etc.) of the above dates and times, DO NOT SIGN UP FOR THE CLASS.**
- Cost is \$70. Registration is confirmed when payment is received. **(Cash or Money Orders only. No checks. Must bring exact amount)**
- Attendance is required for all hours and NO refunds once class begins.
- Should you have any questions about this class, please email [chad.okinaka@k12.hi.us](mailto:chad.okinaka@k12.hi.us).



• If you are an individual with a disability, please contact Waipahu Community School – Hilo Campus at 974-4100 to make arrangements for accessibility at least 10 working days prior to the start of class. Reasonable efforts will be made to accommodate your request.

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P.O. Box 2368  
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