



The Capital Area Intermediate Unit is now accepting Guest Teacher renewals for the 2022/2023 School Year.

In order to renew your emergency permit for the 2022/2023 School Year:

- Please visit our website: [www.caiu.org](http://www.caiu.org), click on the **Careers** link and then choose **Guest Teacher Program** and continue to **Guest Teacher Renewal**.

#### **COMPLETE GUEST TEACHER RENEWAL FORM:**

Print Guest Teacher Renewal Form and complete all information including; Name, address, phone number, email and PPID # (if known).

#### **REVIEW SCHOOL DISTRICT PREFERENCES:**

Place a check mark in the box next to the school districts you would like to substitute in during the 2022/2023 school year. Once your Guest Teacher renewal has been approved the CAIU will send your basic information (Name, phone number, email, PPID#, and year of valid guest teacher renewal) to the districts based on your choices.

**Note:** Some districts are using contracted services agencies. Districts using these agencies are marked as “ESS” or “STS” for Substitute Teacher Service. If you check one of these districts, you will be an employee of the agency and not the school.

#### **338G FORM:**

Print 338G Form and complete all information.

#### **PRINT AND RETURN ALL REQUIRED PAPERWORK AND THE FEE NO LATER THAN AUGUST 31, 2022**

- Check or money order for \$25 (Payable to CAIU)
- Completed 338G Form
- Completed Renewal Form
- Mail to: Kaitlin Swisher, Capital Area IU, 55 Miller Street, Enola, PA 17025

**QUESTIONS:** Please email Kaitlin Swisher at [kswisher@caiu.org](mailto:kswisher@caiu.org) or call 717-732-8400 x 8630.