

NORTH NEWTON SUBSTITUTE TRAINING DATES

WITH PESG STAFFING COMPANY

***ALL MEETINGS ARE ON THURSDAYS AT 10:00-11:00 A.M.**

AUGUST 2, 2018	LINCOLN ELEMENTARY SCHOOL
SEPTEMBER 6, 2018	MOROCCO ELEMENTARY SCHOOL
OCTOBER 4, 2018	LINCOLN ELEMENTARY SCHOOL
NOVEMBER 8, 2018	MOROCCO ELEMENTARY SCHOOL
DECEMBER 6, 2018	LINCOLN ELEMENTARY SCHOOL
JANUARY 10, 2019	MOROCCO ELEMENTARY SCHOOL
FEBRUARY 7, 2019	LINCOLN ELEMENTARY SCHOOL
MARCH 7, 2019	MOROCCO ELEMENTARY SCHOOL
APRIL 11, 2019	LINCOLN ELEMENTARY SCHOOL
MAY 2, 2019	MOROCCO ELEMENTARY SCHOOL

**TO COMPLETE THE APPLICATION FORMS PRIOR TO THE MEETING
AND SET AN APPOINTMENT FOR THE TRAINING DATE GO TO:**

WWW.MYPESG.COM

**THANK YOU FOR YOUR INTEREST IN NORTH NEWTON SCHOOL
CORPORATION. IF YOU HAVE ANY QUESTIONS REGARDING THE
SUBSTITUTE PROGRAM, PLEASE CONTACT DEB MILLER AT**

dmiller@nn.k12.in.us or call her at 219-285-2228.



How to Apply For PESG – PESG IN

Log into www.mypesg.com and select “PESG Homeroom - Apply Today”. Then select “Apply Now”.

Complete the following 10 tabs:

- Add Position
- Review Positions
- Account Registration
 - After you complete this tab, you will be asked to confirm your email address by clicking a link in an automated email that will be sent to you by PESG
- Agreements
- Personal Information
- Work History
- Education
- Other Qualifications
- Background
- Electronically Print & Sign (E-sign)

When your application is complete, you can log into your Homeroom Dashboard (homeroom.mypesg.com - using your login information created for the application) to view the requirements for the position(s) you have selected. Once you log in, select the **Opportunity Center**, and then select **My Requirements**. You can select each individual requirement directly from the Homeroom site and complete them. A few requirements (File Verification, Highest Degree Document) are completed by internal PESG staff when the required documents are received.

Below is a list of requirements that will need to be reviewed to become a PESG employee. Some modules are dependent upon the position selected:

- GCN Modules:
 - GCN: PESG Employee Training Section 1
 - GCN: PESG Employee Training Section 2
 - GCN: PESG Employee Training Section 3
 - GCN: PESG Employee Training Section 4
 - GCN: Allergy Management/Food Allergies
 - GCN: Bloodborn Pathogens
 - GCN: Bullying



- GCN: Concussions in Schools
- GCN: FERPA
- GCN: Food Safety
- GCN: Hazardous Communications
- GCN: A Guide for Substitute Teachers
- GCN: Sexual Harassment
- GCN: Computer Use and Policies
- I-9
- W4

Once you have completed the above minimum requirements, you can select the Enrollment Meeting icon. Choose a 15 minute time frame in which you will meet with a PESG representative at the meeting locations offered. At that time, the representative will scan copies of your identification and have you physically sign the I9 form. This form is required to have a physical signature, even though you have completed it online. The representative can also scan a copy of your transcripts or your Teaching Certificate if you bring them to the meeting with you.

For the enrollment meeting you will need to bring the following items:

- Required forms of identification. The most popular forms of ID are:
 - Driver License and Social Security **or**
 - Driver License and Birth Certificate **or**
 - Passport
- An Expanded Criminal History Background Check, if you have one completed within the last 5 years
- If you are going to work in Fremont School Corporation, please supply transcripts showing 60+ credit hours.
- For Substitute Teachers **ONLY**: An existing Indiana Substitute Permit, or an Indiana Teaching Certificate, if you have a current one

You will also be asked at the Enrollment Meeting to complete Section B of the Indiana DCS form. This form will be provided at the meeting.

Once the meeting is completed, your paperwork will be verified within two business days. You will be sent an email with any missing information as well as the next steps in the application process. This email will include instructions on how to apply for a Substitute Permit as well as a Criminal History Background Check (CHBC), if you did not bring those documents to the enrollment meeting