

## REGISTRATION FORM

### SUBSTITUTE TEACHER SEMINAR

May 18-19, 2012

Course # **SRED-106-03** • Spring 2012

Name \_\_\_\_\_

Email (required) \_\_\_\_\_

Birthdate (required) \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_

#### TUITION \$200

Make Checks Payable to Ocean County College

CREDIT CARD payments are no longer accepted via fax or mail. To pay by credit card, follow the Registration Instructions on the reverse side or call School Relations at 732-255-0477.

#### RETURN THIS REGISTRATION FORM AND WORKSHOP FEE TO:

OCEAN COUNTY COLLEGE  
Registration & Records Office  
College Drive, PO Box 2001  
Toms River, NJ 08754-2001

#### FOR MORE INFORMATION

**CALL:** 732.255.0477

**FAX:** 732.255.0475



**OCEAN COUNTY COLLEGE**  
School Relations  
PO Box 2001 • College Drive  
Toms River, NJ 08754-2001  
**Address Service Requested**

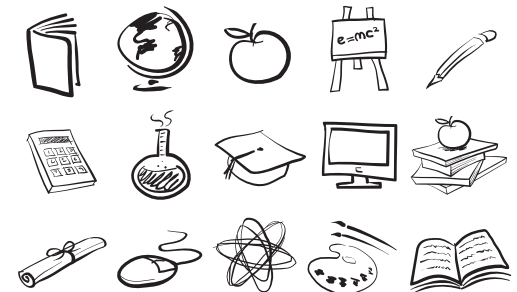


**OCEAN**  
COUNTY COLLEGE

S C H O O L  
R E L A T I O N S

You could be a  
**CERTIFIED**  
**SUBSTITUTE**  
**TEACHER!**

**MAY 2012**



# SUBSTITUTE TEACHER TRAINING SEMINAR

Ocean County College's Faculty Development Institute (FDI), in cooperation with the school districts in Ocean County, offers a 12 hour seminar to prepare substitute teachers, as well as to offer a refresher in-service program for substitute teachers currently employed by local school districts.

## How do I qualify to be a Substitute Teacher?

- Attain a minimum of 60 college credits
- Successfully undergo a criminal background check
- Provide evidence of negative Mantoux (TB) test

## What will this seminar cover?

- Employing successful classroom management techniques
- Cultivating positive first impressions
- Gaining and sustaining appropriate rapport with students
- Clearly articulating lesson goals and procedures
- Making efficient use of instructional time
- Many other topics

## What are the advantages of completing this seminar?

- Learning classroom survival skills
- Earning 1.5 Continuing Education units or 15 Professional Development hours

## SEMINAR DATES

### SRED-106-03

Substitute Teacher (12 hour course)  
Friday, May 18, 2012 • 3:30-9:30pm  
Saturday, May 19, 2012 • 8:00am-4:00pm\*  
*\* 1-hr food break*

**REGISTER BY** May 11, 2012

## LOCATION

Ocean County College  
Toms River Campus  
Library Building, Room 017

## STATE-REQUIRED PAPERWORK:

The application materials needed to obtain your Substitute Teacher Certificate are available at the Superintendent's office of your local school district.

**TUITION**.....\$200

Book (\$10) must be purchased at the OCC Bookstore prior to the first session.

For bookstore information, call 732-255-0333 or visit:  
<http://bookstore.ocean.edu>

## COMPLETE THE REGISTRATION FORM AND SEND WITH THE WORKSHOP FEE TO:

OCEAN COUNTY COLLEGE  
Registration & Records Office  
College Drive, PO Box 2001  
Toms River, NJ 08754-2001

**FOR MORE INFORMATION, CALL:** 732.255.0477  
Fax: 732.255.0475

## ADDITIONAL REGISTRATION INFORMATION To Register In Person, visit the

Registration & Records Office on the Toms River Campus, Administration Building (ADMN, Bldg. #9) 1st floor.

**Registration Forms** can be found on the Continuing & Professional Education web page at [www.ocean.edu](http://www.ocean.edu) or complete the reverse side of this form.

## IMPORTANT!

Bring your registration receipt to class with you. When registering by phone, in person or by mail, your registration confirmation will be emailed to you. If you do not receive it, check your SPAM mailbox. The course confirmation is sent from [datatel@viking.ocean.edu](mailto:datatel@viking.ocean.edu).

## NON-PAYMENT

If payment is not made, you will be dropped from the class.

## CANCELLATION POLICY

All courses are subject to cancellation as a result of insufficient enrollment on the registration deadline. If a course is cancelled, all registered students will be issued a full refund.

## CANCELLATION BY STUDENT

Students registering for School Relations' courses may withdraw and receive a refund according to the following schedule: 1. Full Refund: Withdrawal up to four working days prior to the first meeting of the course. 2. No Refund: Withdrawal within three working days prior to the first meeting of the course, and on or after the day the course starts. There will be a \$25 charge for a returned check.

