

Substitute Teacher Training Seminar

January 8 & 9, 2010

Course Number SRED-106-01
Registration Form

Name _____

Address _____

City _____

State _____ Zip _____

Daytime Tel. _____

Email (Required) _____

Birthdate (Required) _____

Tuition

\$175.00

**Make checks payable to
Ocean County College**

Visa/MC/AmExp No. _____

Signature _____

Exp. Date _____

Fax: (732) 255-0475

Return this registration form and workshop fee to
Ocean County College • School Relations
PO Box 2001 • College Dr.
Toms River, NJ • 08754-2001

For more information, call (732) 255-0477

CANCELLATION POLICY

All courses are subject to cancellation as a result of insufficient enrollment. All fees refunded by mail.
CANCELLATION BY STUDENT: Registrants cancelling their enrollment in writing (regular mail or fax - no email or phone calls accepted) 7 days prior to the start date of a course will receive a full refund. No refunds will be issued for withdrawal from a course later than 7 days before the start date of the course. No student substitution allowed. There will be a \$25 charge for a returned check.

OCEAN COUNTY COLLEGE

School Relations

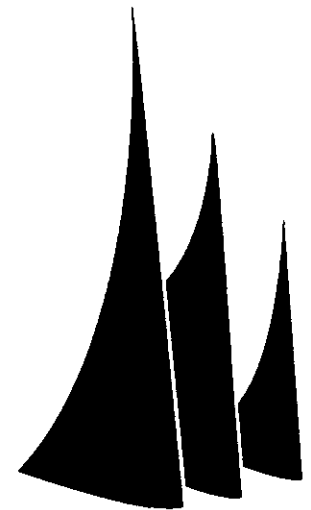
PO Box 2001 • College Drive

Toms River, NJ 08754-2001

Address Service Requested

You Could Be A Certified Substitute Teacher!

JANUARY, 2010



OCEAN COUNTY COLLEGE

School Relations
PO Box 2001 • College Drive
Toms River, NJ 08754-2001
(732) 255-0477

Substitute Teacher Training Seminar

Ocean County College's Faculty Development Institute (FDI), in cooperation with the school districts in Ocean County, offers a fifteen-hour training seminar to prepare and certify 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 the training 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
 and other topics...

What Are the Advantages of Completing the Training Seminar?
 • Learning classroom survival skills
 • Earning two Continuing Education units
 • Completing the state-required paperwork.

Seminar Dates
 Ocean County College
 Toms River Campus
 (15 hour course)

Friday, January 8, 2010--3:30-9:30 p.m.
 Saturday, January 9, 2010--8 a.m.-5p.m.

Register by January 4, 2010
 Workshop classroom location information will be mailed to participants with registration confirmation.

State-Required Fees

- State application fee \$ 125 (Certified check or money order)
- Electronic Fingerprinting \$70.25 (Appointment necessary. Details mailed to participant with registration information.)
- DOE HANDLING FEE \$7 (Certified check or money order)

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OCC Bookstore hours:

Tuition \$175.00
 Purchase book at OCC Bookstore prior to first session - \$10*

Other Requirements

- Proof of negative Mantoux test (TB)
- Official transcript with raised seal in sealed envelope.