

Substitute Teacher Training Seminar

March 5 & 6, 2010

Course Number SRED-106-02
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 Drive
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!

MARCH, 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, March 5, 2010--3:30-9:30 p.m.

Saturday, March 6, 2010--8 a.m.-5p.m.

Register by February 28, 2010

Workshop classroom location information will be mailed to participants with registration confirmation.

School Relations

OCEAN
COUNTY COLLEGE



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)

Tuition \$175.00

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

OCC Bookstore hours:

Other Requirements

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