

Substitute Teacher Training Seminar

May 14 & 15, 2010

Course Number SRED-106-03
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!

MAY, 2010



OCEAN COUNTY COLLEGE

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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

- 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...

Register by May 7, 2010
 Workshop classroom location
 information will be mailed to
 participants with registration
 confirmation.

Seminar Dates
 Ocean County College
 Toms River Campus
 (15 hour course)
 Friday, May 14, 2010--3:30-9:30 p.m.
 Saturday, May 15, 2010--8 a.m.-5p.m.

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

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)

School Relations

OCEAN
 COUNTY COLLEGE



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.