

# Substitute Teacher Training Seminar

November 13, 14, 2009

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 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 prior to but not including the  
start date of a course will receive a full refund. No refunds  
will be issued for withdrawal from a course on or after the  
start date of that course. No refunds will be provided by  
phone or email. 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!

## **NOVEMBER, 2009**



# 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, November 13, 2009--3:30-9:30 p.m.

Saturday, November 14, 2009--8 a.m.-5p.m.

## Register by November 6, 2009

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



## School Relations

### 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.