

REGISTRATION FORM

SUBSTITUTE TEACHER SEMINAR

November 18 & 19, 2011

Course # **SRED-106-02** • Fall 2011

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.

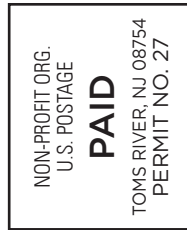
RETURN THIS REGISTRATION FORM AND WORKSHOP FEE TO:

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



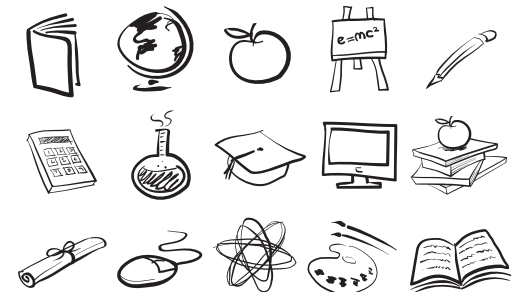
OCEAN COUNTY COLLEGE
School Relations
PO Box 2001 • College Drive
Toms River, NJ 08754-2001
Address Service Requested



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!
NOVEMBER 2011



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-106-02

Substitute Teacher (12 hour course)
Friday, Nov. 18, 2011 • 3:30-9:30pm
Saturday, Nov. 19, 2011 • 8:00am-4:00pm*
** 1-hr food break*

REGISTER BY Nov. 11, 2011

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 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.

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.

