



The Instructional Services Center and Educator Licensing present:

Substitute Teacher Training

Monday, October 26, 2015 • 8:30 a.m.—3:30 p.m.

Nancy Jaeger, CESA 6 Coordinator of Educator Licensing

Description

Wisconsin school districts want to hire and retain qualified substitute teachers. Wisconsin enacted a rule allowing school districts to hire non-certified teacher substitutes. To be issued a three-year, short term substitute teacher permit, individuals must hold a (four year) Bachelor's degree, receive appropriate training, and be sponsored by a school district. Our training goal is to teach and engage prospective substitute teachers in activities that mirror real classroom situations. Our certified instructor will model a variety of teaching methods that substitute teachers can use in the classroom. Additionally, we want participants to gain a deeper understanding of effective teaching principles in order to prepare them for future substitute teaching assignments.

Training topics

- * Introduction to substitute teaching
- * Practical tips and guidelines for being effective in the classroom
- * Classroom management techniques
- * Important health and safety information
- * Age-appropriate learning strategies
- * Special Education
- * Sample lesson plans
- * Substitute teacher permit application process

Who should attend

Individuals who hold a (four year) Bachelor's degree from an accredited Institution of Higher Education (IHE), but who do *not* already have a teaching license or a substitute teacher permit.

For additional information

Contact Nancy Jaeger, Coordinator of Educator Licensing
njaeger@cesa6.org • 920-236-0508

Registration Details

- **Substitute Teacher Trainings**
 - * **October 26, 2015**
- **Registration fee:**
 - * **\$100 includes materials, resources, and lunch**
- **Times:**
 - * **8:30 a.m.—3:30 p.m.**
- **Location:**
CESA 6 Conference Center
2300 State Road 44, Oshkosh
- **Online registration:**
http://login.myquickreg.com/event/event.cfm?eventid=13798&from_cms=1

Cancellation Policy: Registration cancellation must be received **48 business hours** before the scheduled date for a refund to be issued. Attendance is limited so persons registering and not in attendance on the day of the session will be charged the full registration fee. CESA 6 reserves the right to cancel any session due to insufficient enrollment. Participants will be notified by email if a cancellation occurs.

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CESA 6 Conference Center, 2300 State Road 44, Oshkosh

Participant Name(s) _____

Position(s) _____

District _____

Phone (Work) _____

(Home) _____

Would you like to be notified by email of future CESA 6 training sessions? ☐ Yes ☐ No

Email Address _____

Special accommodations or dietary needs _____

To Register go to http://www.cesa6.k12.wi.us/prof_dev/ or mail completed form to:
CESA 6, 2935 Universal Court, Oshkosh, WI 54904: Attn.: Amy Ruppert, Program Assistant.
Or fax completed form to 920-424-3478: Attn.: Amy Ruppert, Program Assistant

Please check one:

- ☐ Check is enclosed, made payable to CESA 6
- ☐ Bill my School District, PO # _____
- ☐ Use my Conference Attendance Fund (CESA 6 employed staff ONLY)
- ☐ Credit Card Payment

Cardholder Name _____

Cardholder Address (include city, state ZIP) _____

Credit Card Type (VISA, MasterCard, etc.) _____

Credit Card Number _____

Expiration Date _____

3 Digit Code on Back of Card _____