



This event is presented by CESA 6 Educator Licensing.

# Substitute Teacher Training

**Saturday, February 6, 2016 • 8:30 a.m.- 3:30 p.m.**

**Nancy Jaeger,  
CESA 6 Educator Licensing Coordinator**

## Description

Wisconsin school districts are in need of, and 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 will 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, participants will gain a deeper understanding of effective teaching principles in order to prepare 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 college or university, but who do *not* already have a teaching license or a substitute teacher permit.

## For additional information

Contact Nancy Jaeger, CESA 6 Educator Licensing Coordinator  
[njaeger@cesa6.org](mailto:njaeger@cesa6.org) • 920-236-0508

## To register online: Go to

[http://login.myquickreg.com/event/event.cfm?eventid=14577&from\\_cms=1](http://login.myquickreg.com/event/event.cfm?eventid=14577&from_cms=1)

*\*Payment due with registration\**

## For registration questions

Contact Holly Schneider, CESA 6 program assistant  
[hschneider@cesa6.org](mailto:hschneider@cesa6.org) • 920-236-0534

CESA 6, 2935 Universal Court, Oshkosh 54904  
Fax: 920-424-3478

## Registration Details

- **Substitute Teacher Training**
  - \* **February 6, 2016**
- **Registration fee:**
  - \* **\$100 includes materials, resources, and lunch**
  - \* **Payment due with registration to secure your seat**
- **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=14577&from\\_cms=1](http://login.myquickreg.com/event/event.cfm?eventid=14577&from_cms=1)

**Cancellation Policy:** Registration cancellation must be received at least **48 business hours** before the scheduled date for a refund to be issued. Attendance is limited so persons registering, but 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.