



# Substitute Teacher Training

## Beginning A New Adventure

**Description of workshop:** Teaching is a complex, important task that requires constant growth and development. This two-day course is designed to provide participants with a brief overview of the educator's role in the classroom so the substitute teaching experience will be rewarding, satisfying and meaningful. This class is open to individuals holding a non-teaching college degree who wish to be certified for substitute teaching in the State of Wisconsin.

### Steps to obtaining your DPI certified three-year Substitute Permit which allows you to sub in all public and private schools in Wisconsin

It is a good idea prior to taking this substitute teacher class to contact a school district that will sponsor you, meaning they do not have enough certified teachers as subs and will use you as a sub, once you receive your Substitute Permit.

Register via CESA 6 website or send in form for the CESA 6 Substitute Teacher Training

Take the 2-day workshop at CESA 6

Fill out the application that you obtain from your local school district and attach:

Certified transcripts

\$100.00 fee (payable to DPI)

Workshop completion certificate

**Date:** August 24 & 25, 2011

**Location:** CESA 6 large conference room

**Cost:** \$150.00 includes two day training/continental breakfast/lunch/materials

**Registration:** 8:00-8:30 a.m.

**Session:** 8:30-3:30 p.m.

**Registration date:** August 17, 2011

**Register :** <http://www.myquickreg.com>



### Agenda includes:

Roles and responsibilities

Behavior management/discipline strategies

Attention strategies – how to gain,

maintain, and regain students' attention

Back up lesson plans

Designing good instruction

**Presenter:** Linda Reetz has enjoyed a career spanning more than a quarter century. During those years she has been a Title I Paraprofessional, Title I Reading Teacher, a Remedial Reading Teacher, Elementary level classroom teacher, Teacher Supervisor, Director of an Alternative Licensure Program, and Adhoc University Instructor. In her current position with CESA 6, Linda has been responsible for PI 34, which is the new licensure system for teacher candidates, training mentors for school district support, coordinating Title I programs with the CESA 6 school districts, providing literacy support as a staff developer and coach in school districts.

**Fee payable by check to CESA 6 or credit card/Pay Pal. Send payment information in with registration. If class is cancelled due to low numbers, credit card will be refunded or check returned. You will receive a confirmation e mail, possible cancellation notice, and a workshop reminder prior to the dates.**

**Location:** CESA 6 large conference room-Oshkosh, Wisconsin

**Date:** August 24 & 25, 2011 Registration (8:00-8:30 am) Workshop (8:30-3:30 pm)

**Cost:** \$150.00 (includes two day workshop/continental breakfast/lunch/materials )

**Registration deadline:** August 17, 2011

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

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

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Credit Card Type (VISA, MasterCard, etc.) \_\_\_\_\_

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Return to: Janet Aderman CESA 6, P.O. Box 2568, Oshkosh, WI 54903-2568

Contact Info: [jaderman@cesa6.org](mailto:jaderman@cesa6.org) or call at 920-236-0546

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