

# ***“BECOMING A SUBSTITUTE TEACHER -A NEW ADVENTURE”***

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.

**Date: Tuesday/Wednesday, August 25-26, 2009**

**Location: CESA 6, Oshkosh**

**Time: 8:30 AM - 3:00 PM**

**COST:** \$125.00 Course Fee (payable to CESA 6)

Continental Breakfast will be provided.

Lunch will be on your own at any of the fine restaurants within a short distance of CESA 6.

## **Steps to obtaining your DPI certified three-year Substitute Permit:**

1. It is a good idea prior to taking this substitute teacher class to contact a school district that will sponsor you, meaning they will use you as a sub, once you are certified.
2. Register via CESA 6 website or send in form for the CESA 6 Substitute Teacher Training
3. Take the 2-day workshop at CESA 6
4. 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

Hold on to your application and attachments until after you have taking the 2-day class.

***This 3-year permit allows you to substitute in any public or private school in the state of WI.***

### **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

### **Directions to CESA 6:**

CESA 6 is located at 2300 State Rd 44. Turn west off of Hwy 41 onto Hwy 44. Go ½ mile and see the CESA 6 office on your right hand side, past Chase Bank.

***This training is limited to 40 people, please send in your registration promptly.***

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## ***“Becoming a Substitute Teacher - A New Adventure” (8/25-26/2009)***

NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ (To receive an email confirmation)

**Payment Options:** Check Enclosed - Amount \$ \_\_\_\_\_; Make Check payable to CESA #6 Staff Development

Credit Card Type (EX-VISA/MC) and Card No. \_\_\_\_\_  
Expiration Date \_\_\_\_\_ Three-digit card code on back of card \_\_\_\_\_

**Return to:** Mary Ann Schwandt, S/D Secretary, CESA 6, PO. Box 2568, Oshkosh, WI 54903; or Fax to (920) 424-3478;

**Questions Call 920-236-0562**

