



**A workshop for
Two Year Limited, Short-Call
Substitute Teachers**



August 10 & 11, 2016

Day 1: 9:00 am – 3:00 pm

Registration 8:30 - 9:00 am (lunch on your own)

Day 2: 8:30 am – 2:00 pm *(lunch provided)*

Where: NWSC Training Center – 114 First St W, Thief River Falls, MN

Qualifications required: Persons with a non-education bachelor degree from an accredited college may apply for a limited, short-call substitute teaching license.

Workshop content: Participants will receive training in the following:

- * The substitute teacher's role in the classroom and district.
- * The basics of classroom management, instruction, and child development.
- * Communication skills
- * Awareness of legal issues relating to students and your obligations.

Additional information may be found on the website for the Minnesota Department of Education: www.education.state.mn.us.

Participants will be required to go online and fill out the Minnesota Department of Education application form for limited short call substitute teacher licensure. The license application and the background check form is \$99.15 fee *(please note this is a non-refundable fee)*. You will also need to contact your local Law Enforcement Center to be fingerprinted and that card will have to be sent to the MDE, a fee for fingerprinting may apply.

You will need your original college transcripts in a college/university sealed envelope. It is suggested that you request your transcript immediately from the college/university attended, *do not open the envelope!* If the envelope has been opened, it will not be accepted by MDE.

Additionally, the administrator of an employing school district or charter school must sign a form verifying that the school is experiencing hardship in securing a sufficient number of licensed teachers to meet their needs.

Participants will have an opportunity to indicate the districts in which they would like to substitute. Those districts will be notified that the participant completed this two-day training by the NWSC.

Workshop presenter: Kris Mickelson has over 25 years of experience in education as a classroom teacher, a substitute teacher and a facilitator. She is retired from NDSU.

Workshop fee: \$155 (fee includes refreshments, lunch on Day 2 and handouts) Lunch on your own Day 1. Send the workshop fee to Barb Nelson, Northwest Service Cooperative, 114 First Street West, Thief River Falls, MN 56701.

Register online by July 25, 2016 on the NWSC website: www.nw-service.k12.mn.us

Cancellations and Refunds: Cancellations shall be accepted for a full refund up to 7 days (5 working days) before the first day of the class. Cancellations made 48 hours before the first day of class shall forfeit 50% of the course registration fee. No refunds shall be issued within 48 hours of the start of the class.

Confirmation email: A confirmation email will be sent to all registered participants prior to the workshop.

For more information, please contact:

Barb Nelson, NCEC Coordinator
NW Service Cooperative
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Thief River Falls, MN 56701
218-681-0894 ~~~ bnelson@nw-service.k12.mn.us