



Substitute Teacher Certificate Course

Prepare yourself for success in the classroom!

Introduction to Substitute Teaching · Spring 2012 (Daytime)

This non-credit course developed by a committee of local school administrators and educators is designed to prepare you for employment as a substitute teacher. Required by many local school districts, the course will introduce you to such topics as classroom management, discipline strategies, professionalism, teaching techniques, interpreting lesson plans, child development, survival skills, and much more. **Please note that you will also need to complete three hours of classroom observation before your certificate is issued.** The fee includes training materials and a certificate of completion.

Bachelor's Degree and/or Teacher Certification

If you have received a Bachelor's Degree and/or Teacher Certification, you may be exempt from taking this course. We recommend that you contact the school district of your choice to obtain further information before registering for this course.

Registration Fee: \$60 (12 hours of instruction + 3 hours of observation) · **Instructor: Emory Tanner**

REGISTRATION IS ON A FIRST COME, FIRST SERVED BASIS. SEATING IS LIMITED. COURSE MAY REACH FULL CAPACITY BEFORE REGISTRATION DEADLINE. WALK-INS MAY BE ALLOWED ONLY WHEN COURSE HAS NOT REACHED FULL SEATING CAPACITY.

DATE(S)	TIME	CHECK-IN	DEADLINE TO REGISTER
TEO 110.26 Tues., Jan. 31, 2012	8:30 a.m. - 3:30 p.m.	8:15 a.m.	Jan 27
Wed., Feb. 1, 2012	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
Deadline to complete course by submitting observation hours: March 14, 2012			
TEO 110.27 Tues., Feb. 14, 2012	8:30 a.m. - 3:30 p.m.	8:15 a.m.	Feb 10
Wed., Feb. 15, 2012	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
Deadline to complete course by submitting observation hours: March 28, 2012			
TEO 110.28 Tues., March 27, 2012	8:30 a.m. - 3:30 p.m.	8:15 a.m.	March 23
Wed., March 28, 2012	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
Deadline to complete course by submitting observation hours: May 9, 2012			
TEO 110.29 Tues., April 3, 2012	8:30 a.m. - 3:30 p.m.	8:15 a.m.	March 30
Wed., April 4, 2012	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
Deadline to complete course by submitting observation hours: May 16, 2012			
TEO 110.30 Tues., May 15, 2012	8:30 a.m. - 3:30 p.m.	8:15 a.m.	May 11
Wed., May 16, 2012	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
Deadline to complete course by submitting observation hours: June 27, 2012			

NOTE: Participants must attend both dates and be on time to the class in order to receive a certificate. Late arrivals are not allowed and will be asked to re-schedule. A picture ID will be required at check-in.

HOW TO REGISTER: Payment by check/money order (\$60) may be made at the Haggar Building Room 1.101.

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All classes are held at the UTPA Haggar Building, 1407 E. Freddy Gonzalez Dr., Edinburg, Texas. UTPA reserves the right to change scheduling or instructors and to cancel due to lack of enrollment.



If you are requesting special accommodations in order to participate in this course, proper documentation must be on file and up to date with the UTPA Office of Persons with Disabilities. Please call 956/665-7005 at least two weeks prior to the course date. Upon approval, special accommodations are provided during instruction time only and not during lunch periods.