### SUBSTITUTE TEACHER WORKSHOP

For Limited, Short-Call Substitute Teachers



## For training dates and times, or to register go to

https://www.resourcecoop-mn.gov/programs-services/parapro-exam

## **Resource Training & Solutions** 137 23rd St. S. Suite 201

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# WHAT PEOPLE ARE SAYING ABOUT THIS CLASS

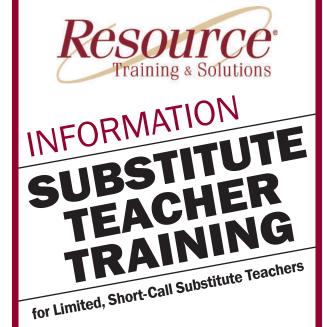
I just wanted to say thank you! I am going to my first sub job today (PE class) at Apollo High School and I am feeling prepared and confident thanks to your wonderful training through Resource Training & Solutions!

I think it is so important to provide subs with resources and tools so they can be successful and helpful.

The training was comprehensive and I really enjoyed the handouts that I just reviewed again today.

Thank you again! 77

- Jessie L. Sandoval





www.resourcecoop-mn.gov



## WHAT IS A SHORT-CALL SUBSTITUTE TEACHER?

A short-call substitute teacher is one who teaches on a day-to-day basis that does not exceed 15 consecutive school days replacing the same teacher. A short-call substitute teacher must hold a Minnesota license that is valid for full-time employment or a Minnesota short-call substitute license. These licenses are valid for functioning as a short-call teacher at all grade levels and in all fields.

Minnesota requires that substitute teachers renew their license every two years.

## QUALIFICATIONS REQUIRED:

A four-year degree is required. People with a non-education bachelor's degree from an accredited college may apply for a limited, short-call substitute teaching license.

#### **HOW TO REGISTER**

**Online:** www.resourcecoop-mn.gov **Call:** (320) 255-3236 or (844)

335-3276

#### **ABOUT THE PRESENTER**

Kris Mickelson has over 25 years' experience in education as a classroom teacher, substitute teacher and facilitator.

## THE APPLICATION PROCESS:

- All participants must apply to the Professional Educator Licensing and Standards Board (PELSB) to obtain a limited, shortcall substitute teacher license. This workshop is not a requirement for licensure.
- PELSB accepts online applications only, with the exception of two pieces, the college transcript and fingerprint card for a background check. These two pieces will need to be mailed in after the online application is completed.
- Have your original transcripts in a college/university sealed envelope sent to your home address; but do not open the envelope when they arrive or they will no longer be considered official.
- Applicants who received their degree from outside the United States or its territories must forward their foreign transcripts to a Minnesota-approved transcript evaluation service and submit the evaluation as part of their application for licensure.
- You should request your transcript immediately upon registering for this class.

#### **ABOUT THE WORKSHOP:**

- Participants receive information for completing the online application as required by PELSB.
- Participants will be fingerprinted during the workshop so that PELSB can perform a background check.

#### ✓ Participants will learn to:

- Recognize the need for, and develop characteristics of, a prepared, professional substitute teacher
- Feel confident utilizing skills for effective classroom and behavior management
- Recall district legal and educational issues in a time of need

#### ✓ Registration fee: \$175 (Class only)

• Licensing fee is separate and is paid to PELSB at the time of application.

#### APPLICATION AVAILABLE AT THE PELSB WEBSITE:

https://mn.gov/pelsb/aspiring-educators/apply/

