

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

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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! ”

— Jessie L. Sandoval

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Training & Solutions

INFORMATION

**SUBSTITUTE
TEACHER
TRAINING**

for Limited, Short-Call Substitute Teachers



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, short-call 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/>

