



# **SUBSTITUTE TRAINING WORKSHOP**

## **UTAH STATE UNIVERSITY SUBSTITUTE TEACHING INSTITUTE**



*Substitutes have the most difficult job but are typically provided the least amount of training. Now YOU have the opportunity to make a difference in the quality of your subs!*

*By attending this two day workshop you will learn how to train your substitutes to help them become “classroom ready”*

**November 5 & 6, 2009**

**Attendees include:** Personnel responsible for substitute teachers - Sub Managers, HR Directors, Assistant Superintendents, School Secretaries, Personnel Technicians, any staff who work directly with substitutes.

**Location:** Yolo County Office of Education  
1280 Santa Anita Court, Suite 100  
Woodland, CA 95776 (530) 668-6700

**Cost:** **\$280.00** Includes admission to all conference sessions, conference materials, breakfast, and lunch for both days

**To Register:** **On-Line Registration Available Only**  
**Must pay by credit card or check—No P.O.’s accepted**  
**Log on to:**  
**<http://signup.marinschools.org/ccsesa.asp>**  
- Click on “PASSCO”  
- Scroll to bottom to find “PASSCO Substitute Training Workshop”  
- Click on the “Sign Up” button  
- Click the “Enroll Now” button on the top left  
- Register as “new user” (will be asked to create username/password)  
- When registering—Select “Other” in School/County field and “Other-General Public” in District/Organization field  
- You will then be asked for your credit card information  
- Check-out, by clicking the “Enroll Now” button and you will receive a registration confirmation. If paying by check, you will receive instructions in the confirmation sent to you via email.

**Directions to the workshop location and nearby lodging are available by clicking the “Yolo County Office of Education” link available on the website above. The tentative Agenda for both days is also available on the website.**