

**FREMONT COUNTY BOCES  
SUBSTITUTE TEACHING CERTIFICATION CLASS**

Student Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ SS# \_\_\_\_\_

Email: \_\_\_\_\_

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See attached sheet for the list of  
requirements for substitute teaching certification.

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November 11, 2011 5:00-9:00pm

November 12, 2011 8:00am-5:00pm

November 18, 2011 5:00-9:00pm

November 19, 2011 8:00am-5:00pm

**\*\*\* YOU MUST ATTEND ALL FOUR SESSIONS\*\*\***

**During each Saturday session, there will be a one-hour lunch break.**

All sessions will be held at the Fremont County BOCES round room located at  
320 West Main (Old Riverton High School/6<sup>th</sup> Grade Bldg.) in Riverton, WY.

In order to log the required 24-hours for certification, attendance to all four classes is mandatory.  
Attendance will be taken at the beginning of each session.

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**BOCES FEE: \$85.00**

Each participant will be required to provide a \$85 payment at the  
time of registration. Names will not be added to the sign-up list until  
payment is received. The attendance fee is **non-refundable or nontransferable**. **Make checks  
payable to: Fremont County BOCES**. Credit cards will not be accepted.

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This class will be limited to 45 participants and  
will be given on a first-come, first-serve basis.

No registrations or payments will be accepted the first day of class.

**Upon successful completion of this course, students will be required to apply to the State of Wyoming  
Professional Teaching Standards Board (PTSB) for their certification. PTSB will require applicants  
pay a \$100 application fee.**

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM AND PAYMENT TO:**

Fremont County BOCES  
320 West Main, 3<sup>rd</sup> Floor  
Riverton, WY 82501  
(307) 856-2028

**SUBSTITUTE TEACHING PERMIT REQUIREMENTS OF  
THE STATE OF WYOMING  
PROFESSIONAL TEACHING STANDARDS BOARD**

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(a) In order to be certified as a classroom substitute, an applicant must have completed a minimum of sixty-five (65) semester hours at an accredited institution of higher learning.

OR

(b) Possess a high school diploma or General Educational Development (GED) Certificate **and:**

(i) Complete twenty-four (24) clock hours of in-service to assure competency in:

- (A) Age level communication skills;
- (B) Use and application of lesson plans;
- (C) Use of instructional technology; and
- (D) Professional attitudes, behaviors, etc.

(ii) Spend ten (10) clock hours observing in a classroom in each level he/she wishes to serve as a classroom substitute. A permit holder must complete thirty (30) clock hours to qualify for service at the elementary, junior high/middle, and high school areas.

(c) Experience. No experience is required.

(d) Limitations. A Classroom Substitute Permit holder is permitted to teach a maximum of forty-five (45) consecutive day's absence of a regularly certified teacher. The forty-five (45) days may begin with the first day of school.

(e) Period of Validity. The Classroom Substitute Permit is valid for up to five (5) years and may be renewed by completion of five (5) semester hours of approved staff development work.

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