

# LEGISLATIVE UPDATE

## New Substitute Teacher Orientation/Training Requirement

The Florida Legislature has mandated that all substitute teachers attend a mandatory orientation before they can begin to work in the classroom. In addition to this orientation, applicants are now required to attend substitute teacher training if they do not possess any previous experience or training. This training consists of classroom and behavioral management as well as lesson delivery.

In order to be cleared to substitute teach you must complete this form and include the necessary documentation with your application. If the document is already on file, please check off the box in the last column.

➤ **Please circle the category letter that describes your current status.**

Category	If you are a(n)...	You must provide...	Check here if document is already on file
<b>A</b>	<b>Experienced Full time Teacher/Retired Teacher</b>	... a reference from your last principal indicating a satisfactory performance.	<input type="checkbox"/>
<b>B</b>	<b>Experienced Substitute Teacher</b>	... a reference from your last principal or an employment verification indicating at least two years of substitute teaching experience.	<input type="checkbox"/>
<b>C</b>	<b>Completed Student Teaching/Observation or Internship</b>	... a reference from your cooperating teacher <u>and</u> the college supervisor.	<input type="checkbox"/>
<b>D</b>	<b>Degree Earned in an Education Field</b>	...official transcripts that indicate degree completion in an Education Program of Study	<input type="checkbox"/>
<b>E</b>	<b>Substitute Teaching Training Completed</b>	... a Certificate of Completion from the Substitute Teaching Training provided by HRD or BCC. (BCC program available after 10/1/04)	<input type="checkbox"/>
<b>F</b>	<b>No Teaching or Substitute Experience or Training</b>	You will <i>not</i> be able to substitute teach until the training is completed.	

If the specified documentation cannot be provided, or if you do not have the appropriate training or experience, you will not be able to substitute teach until the training is completed. Broward Community College will be providing the training (as of 10/1/04) but additional fees will be assessed to attend these sessions. ***You must complete the training and work at least one day during the current school year in order to remain on the Board Approved Substitute Teacher List for the following school year.***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security # or Personnel #

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date