The University of Texas-Pan American
High School to University Programs & Testing Services

CESS Bldg. Suite 1.101 · 1407 E. Freddy Gonzalez, Edinburg, TX 78539-2999 · Telephone 956/665-7570 · Fax: 956/665-7581

Substitute Teacher Certification Course

Prepare yourself for success in the classroom!

This non-credit course developed by a committee of local school administrators and educators is designed to prepare you for employment as a substitute teacher. Required by many local school districts, the course will introduce you to such topics as classroom management, discipline strategies, professionalism, teaching techniques, interpreting lesson plans, child development, survival skills, and much more. Please note that you will also need to complete three hours of classroom observation before your certificate is issued. The fee includes training materials and a certificate of completion.

Bachelor's Degree and/or Teacher Certification
If you have received a Bachelor's Degree and/or Teacher Certification, you may be exempt from taking this course. We recommend that you contact the school district of your choice to obtain further information before registering for this course.

Registration Fee: $60 (12 hours of instruction + 3 hours of observation)

REGISTRATION IS ON A FIRST COME, FIRST SERVED BASIS. SEATING IS LIMITED. WALK-INS WILL BE ALLOWED ONLY WHEN COURSE HAS NOT REACHED FULL SEATING CAPACITY. INDIVIDUALS WISHING TO BE ACCOMMODATED MUST BRING A MONEY ORDER PAYABLE TO UTPA IN THE AMOUNT OF $60. CASH, CREDIT CARD AND CHECK WILL NOT BE ACCCEPTED FOR WALK-INS.

Introduction to Substitute Teaching Spring 2014 Daytime Schedule

	DATE(S)	TIME	CHECK-IN	Observation Hours Deadline
TEO 110.19	Tue. Jan. 07, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
	Wed. Jan. 08, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	February 9
TEO 110.20	Mon. Jan. 13, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
	Tue. Jan. 14, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	February 13
TEO 110.21	Tue. Jan. 28, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
	Wed. Jan. 29, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	February 28
TEO 110.22	Tue. Feb. 04, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
	Wed. Feb. 05, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	March 6
TEO 110.23	Mon. Feb. 10, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
	Tue. Feb. 11, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	March 13
TEO 110.24	Tue. Feb. 18, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
	Wed. Feb. 19, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	March 21
TEO 110.25	Mon. Mar. 17, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
	Tue. Mar. 18, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	April 17
TEO 110.26	Tue. Mar. 25, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
	Wed. Mar. 26, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	April 25
TEO 110.27	Mon. Mar. 31, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
	Tue. April 01, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	May 1
TEO 110.28	Mon. April 21, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
	Tue. April 22, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	May 22
TEO 110.29	Tue. April 29, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
	Wed. April 30, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	May 30
TEO 110.30	Tue. May 6, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
	Wed. May 7, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	June 6
TEO 110.31	Mon. May 12, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
	Tues. May 13, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	June 12
TEO 110.32	Tue. May 27, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	
	Wed. May 28, 2014	8:30 a.m. - 3:30 p.m.	8:15 a.m.	June 26

NOTE: Participants must attend both dates and be on time to the class in order to receive a certificate. Late arrivals are not allowed and will be asked to re-schedule. A picture ID will be required at check-in.

HOW TO REGISTER: Payment by check/money order ($60) may be made at the CESS Building, Room 1.101.
(Checks not accepted within one week of the first day of the class.)

All classes are held at the UTPA CESS Building, 1407 E. Freddy Gonzalez Dr., Edinburg, Texas. UTPA reserves the right to change scheduling or instructors and to cancel due to lack of enrollment.

If you are requesting special accommodations in order to participate in this course, proper documentation must be on file and up to date with the UTPA Office of Disability Services. Please call 956/665-7005 at least two weeks prior to the course date. Upon approval, special accommodations are provided during instruction time only and not during lunch periods.