



# FREMONT COUNTY BOCES

## Substitute Teacher Certification

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

Mailing Address\_\_\_\_\_

City, State, ZIP Code\_\_\_\_\_

*Residential ZIP Code if different from Mailing Address*\_\_\_\_\_

Phone Number\_\_\_\_\_ S.S.N.\_\_\_\_\_

Email Address\_\_\_\_\_

**January 23, 24, 25, and 26, 2018**  
**9 am - 3 pm**

*(1/2 Hour lunch break)*

**\*\*\*Attendance to all four sessions is mandatory\*\*\***

All sessions will be held at the Fremont County BOCES round room, located at 320 West Main Street (old Riverton High School/6<sup>th</sup> Grade Bldg.) in Riverton, Wyoming. In order to log the required 24-hours for certification, attendance to **all** sessions is mandatory.

Attendance will be taken at the start of each session.

**BOCES Fee: \$150.00**

Each participant will be required to provide a \$150.00 payment at the time of registration. Names will not be added to the official roster until payment is received. **The attendance fee is non-refundable.** Make checks/money orders payable to: **Fremont County BOCES.** Credit cards are not accepted.

The class is limited to 45 participants and will be given on a first-come, first-serve basis. No registrations or payments will be accepted during the start 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 the certification. PTSB will require applicants to pay a \$100 application fee.

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

**Please return completed applications and payment to:**

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

**"See attached list of requirements for Substitute Teacher Certification."**

# Substitute Teaching Permit Requirements of The State of Wyoming Professional Teaching Standards Board

---

There are two ways to **meet the requirements** for a substitute teacher permit.

## College Credit Path

- Complete at least 65 semester hours from a regionally accredited college/university
- Successfully complete the US and Wyoming Constitution exams
- Submit fingerprints and received a clear background check
- Submit a complete application packet for a Wyoming Educator Permit

## Alternative Path

- Hold a high school diploma or GED
  - Complete at least 24 hours of school district in-service training
  - Complete at least 30 hours of classroom observation (10 hours must be completed at EACH level: elementary, junior high/middle, and high school.)
    - To obtain a Substitute Observation Hours Records Sheet (visit FC BOCES or download at this site.)
  - Successfully complete the US and Wyoming Constitution exams
  - Submit a complete application packet for a Wyoming Educator Permit
- 

## How did you hear about this class?

- Radio Ad
- Newspaper
- Community Flyer
- FC BOCES Website
- County 10
- Funding Agency
- Other \_\_\_\_\_