



Substitute Training Classes

This WORKSHOP is mandatory prior to employment as a Substitute Teacher.

Training Option #1

Substitute Teacher Training is offered by local community schools using **Google Meet Platform**. This training of six (6) hours is given in two (2) evening classes or one class on Saturday. With these classes you will learn real world examples of how to positively manage students and get helpful information about school centers.

WORKSHOP (There are no refunds).
 Community School offices open after 2:00 PM on Monday – Thursday
 You must pre-register by the Thursday before the class begins. For information, please call the school.



You are exempt from this Training (proof is required), if **within the last 5 years**:

- You have been an SDPBC substitute teacher, **or**
- You held a valid Substitute certificate from another county, **or**
- You have been an active, certified classroom teacher, **or**
- You retired from a K-12 classroom teaching, **or**
- You have been a student teacher (or are entering your student teaching)

LOCATIONS	WORKSHOP Dates
John I. Leonard Comm. High 4701 10 th Ave, North Greenacres, FL 33463 (561) 641-1237	<i>Saturday Classes: Meet from 10:00 AM to 4:00 PM - in person</i> <i>You may register online at www.pbclearn.org.</i> 2024: February 3, March 2, April 6
Palm Beach Lakes Comm. High 3505 Shiloh Dr West Palm Beach FL, 33407 (561) 640-5025	<i>Classes meet from 5:00PM to 8:00PM for 2 Days - in person</i> <i>You may register online at www.pbclearn.org, click Fun & Leisure</i> 2024: January 16&17, January 30&31
Palm Spring Comm. Middle 1560 Kirk Road West Palm Beach FL, 33406 (561) 357-5017	<i>Classes meet from 6:00PM to 9:00PM for 2 Days- in person at school.</i> <i>You may register online at www.pbclearn.org, click Fun & Leisure</i> 2024: January 22&23, February 26&27, March 11&12
Wellington Comm. High 2101 Greenview Shore Blvd Wellington, FL 33414 (561) 753-9404	<i>Classes meet from 8:00 am to 2:00 PM on Google Meet</i> <i>You may register online at www.pbclearn.org, click Fun & Leisure.</i> 2024: February 3, March 9
West Tech Education Ctr 2625 Northwest 16th Street Belle Glade, FL 33430 (561) 829-4620	<i>Classes meet from 9:00 am to 3:00 PM on Google Meet</i> <i>You may register online at www.pbclearn.org, click Fun & Leisure.</i> 2024: January 27, February 24, April 27

Training Option #2

Complete the "SubSkills Online Training."

To complete the training, follow the instruction below:

1. Go to <https://stedi.org/palmbeach> and choose "**SHOP.**"
2. Select the **SubSkills** option on you'd like, and **Add to Cart** .
3. Proceed to Checkout.

Upon completion of the training, a certificate will be issued. Submit a copy of the certificate to substituteoffice@palmbeachschools.org In the Subject line, write **Attention Sub Office** and your name.