



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 You may register online at www.pbclearn.org.</i> 2022: May 14
Palm Beach Central Comm. High 8499 W Forest Hill Blvd. Wellington FL, 33411 (561) 304-1008	<i>Classes meet from 5:30PM to 8:30PM - in person</i>
Palm Beach Gardens Comm. High 4245 Holly Drive Palm Beach Gardens FL, 33410 (561) 775-7228	<i>Classes meet from 5:45PM to 8:45 PM</i> <i>You may register online at www.pbclearn.org or in person after 3 pm.</i> 2022: March 30&31, April 6&7, and May 11&12
Palm Beach Lakes High 3505 Shiloh Drive West Palm Beach, FL 33407 (561) 640-5025	<i>Classes meet from 6:00 PM to 9:00 PM for 2 Days You may register online at www.pbclearn.org, click Fun & Leisure.</i>
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> 2022: April 4&5, May 9&10
Seminole Ridge Comm. High 4601 Seminole Pratt Whitney Rd. Westlake FL, 33470 (561) 422-2673	<i>Classes meet from 5:30PM to 8:30PM</i> <i>You may register online at www.pbclearn.org, click Fun & Leisure.</i>
Wellington Comm. High 2101 Greenview Shore Blvd Wellington, FL 33414 (561) 753-9404	<i>Classes meet from 8:00 am to 2:00 PM</i> <i>You may register online at www.pbclearn.org, click Fun & Leisure.</i> 2022: April 9, and May 14
West Tech Education Ctr 2625 Northwest 16th Street Belle Glade, FL 33430 (561) 829-462	<i>Classes meet from 8:00 am to 2:00 PM on Google Meet You may register online at www.pbclearn.org, click Fun & Leisure.</i> 2022: March 26 and May 14



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 ssjobsdepartments@palmbeachschools.org. In the Subject line, write **Attention Sub Office** and your name.