

Sample schedule for Effective Substitute Teaching class (EDCI*1005*50) for fall 2019. PTSB requires both 24 hours of instruction and 30 hours of observations. All board requirements are met in the 9 days of this class so that, when it is finished, students will be able to mail in their completed applications.

Day	Morning	Afternoon
Tuesday	Instruction	Instruction
Wednesday	Instruction	Instruction
Thursday	Instruction	Instruction
Friday	Observations	Observations
Monday	Instruction	Observations
Tuesday	Observations	Observations
Wednesday	Instruction	Observations
Thursday	Observations	Observations
Friday	Observations	Instruction

Required class materials:

- **High school diploma or GED** (this is an application requirement)
- \$100.00 check or credit card to PTSB (\$50. application fee, \$50. fingerprint processing fee)
- Large manila envelope to hold PTSB requirements as they are completed (students will use this to send in their application as well)
- Folder for class handouts
- Writing supplies
- Highlighter
- Computer or notebook (optional as the college has them available to check out)

If you have questions, contact



Ashlea Bassett
 Services Specialist
 abassett@sheridan.edu

Office: (307) 684-2001
 Direct: (307) 675-0852
 Cell: (307) 620-5830

63 North Burritt Avenue • Buffalo, WY 82834