RESA VIII
SUBSTITUTE TEACHING
PROCEDURE FOR RENEWING CERTIFICATE

To renew, the substitute must verify successful completion of twelve clock hours of in-service training, include but not limited to classroom management and teaching strategies. The twelve hours of renewal training may include no more than three clock hours of classroom observation and the recommendation of the Superintendent of the County in which the applicant is employed.

Professional Development Activities are offered at the county/school level during the year. You may attend any of these activities within a three-year period. When your certificate expires turn this form in the county office to document that you have met all the requirements.

Please verify your twelve clock hours below.

DATE	ACTIVITY	# OF HOURS	VERIFICATION (Signature of Presenter or School Administrator)