

Become a Substitute Teacher



Ever wonder how you could become a Substitute Teacher? It may be easier than you think. Take the leap! Follow the steps here and you'll be on your way. Substitutes play a critical role within the District. They allow our students to thrive while our staff need to step away.

- Who should consider substituting?
- Individuals interested in pursuing a career in education. This is a fantastic way to gain knowledge and see if it's right for you.
 - Those looking to get involved in their community.
 - People who enjoy flexibility and variety. Every day is different!
 - Someone who recently moved to the area.
 - Retired individuals or teachers
 - New Teachers looking to gain experience.




Questions? We can help!
608-437-7034 or 608-437-7035.

Already Have Your Teaching License? **00**
Please Skip to Step 4!




Associate Degree or Higher? **01**



Already have this? You rock and may move to the next step! Don't have or plan to obtain? Consider our **support substitute opportunities**.

Complete a Substitute Approved Program **02**

We recommend the **CESA 2 program** or **stedl.org**.




Apply To Our District **04**


Now that you've applied for your license, it's time to **complete the District's application**.

Include:

- Your DPI Application Confirmation
- Current Supervisor & Colleague References



Now Let's Apply for your DPI License! **03**



You're ready to apply for your 3 Year Substitute License. Follow the step-by-step instructions **here**.

- Determine if Fingerprints Are Needed
- Preview ELO Conduct & Competency Questions
- Gather Transcripts & Training Certificate of Completion
- Log into **Educator Licensing Online** (ELO)
- Pay Fee
- Save Your Confirmation
- It Can Take Up to 6-8 Weeks For Approval, But No Need to Wait...Continue Onto The Next Step!

Interview, References & Background **05**



A member of the HR Team will contact you for an interview.