

## CESA #11 Substitute Teacher Training FAQ

### **1. What is the difference between the five-year long-term substitute license and the three-year short-term substitute license?**

- a. The five-year long-term substitute license may be issued to an applicant who has completed a state-approved educator preparation program through an accredited four-year bachelor degree-granting institution. See the [five-year substitute license requirements](#) page for more information.
- b. The three-year short-term substitute license may be issued to a person who holds an associate's degree or higher from an accredited degree-granting institution but has not completed a state-approved educator preparation program. See the [Three-Year Short-Term Substitute License Requirements web page](#) for more information.

### **2. How long can an individual with a short-term substitute license be in a specific assignment?**

- a. The three-year short-term substitute license allows the holder to accept short-term substitute assignments in any subject at any grade level no more than 45 days total in a specific assignment.

### **3. What is the cost of a three-year substitute teacher license?**

- a. The current cost of a three-year substitute teacher license in 2020 is \$125.

### **4. How do I know if I need to submit fingerprints for my three-year substitute teacher license application?**

- a. Use the [Fingerprint Decision Tree](#) to find out if you need to submit fingerprints with your substitute teacher license application.

### **5. Where do I go to schedule an appointment for fingerprinting?**

- a. Go to the [Electronic Fingerprint Submission webpage](#) to schedule an appointment online and to find the nearest office using your zip code.

### **6. What is the cost for fingerprinting?**

- a. The current cost in 2020 for electronic fingerprinting is \$36.

### **7. What is the Field Print code required to submit fingerprints?**

- a. Enter "FPWIDPITeach" as the reason code/employer ID on the Fieldprint website. You will need this code to schedule an appointment.

### **8. Where do I go to apply for a substitute teacher position?**

- a. You have several options for applying for a substitute teacher position in a school district. You can contact the school directly, check on the school website, or visit [WECAN](#) for recent position postings.

**9. How many hours of training are required for this program?**

- a. This program requires 14 hours of training plus two additional hours of outside learning on a chosen topic.

**10. If I have a Bachelor's Degree, do I need this training?**

- a. You will need this training if you have not taken a state-approved educator preparation program.

**11. What are suggested topics for the outside learning?**

- a. Example topics for the two hours of outside learning include Classroom Management, Student Engagement, First Aid/Emergency Preparedness, Reading Strategies, Writing Strategies, Math Strategies, Differentiation, and Intervention.

**12. Where do I apply for my substitute teacher license?**

- a. The online application for the substitute teacher license is found on the Department of Public Instruction (DPI) website [here](#).

**13. What documentation do I need to submit with my application?**

- a. You will need a copy of your transcript from your associate degree or four-year degree from an accredited college or university and a copy of your Certificate of Completion from this DPI approved Substitute Training Program. If you have paper copies you can scan them and create a pdf document to upload.

**14. Is there an age limit for becoming a substitute teacher?**

- a. There is no age limit for a substitute teacher. We have trained several retired people to become substitute teachers.

**15. How do I pay for the substitute teacher training?**

- a. There are several options for paying which include using a Paypal account, a credit card, or a debit card with the link found on the CESA #11 website [here](#). Another option is to mail a check to CESA #11 before the training begins.