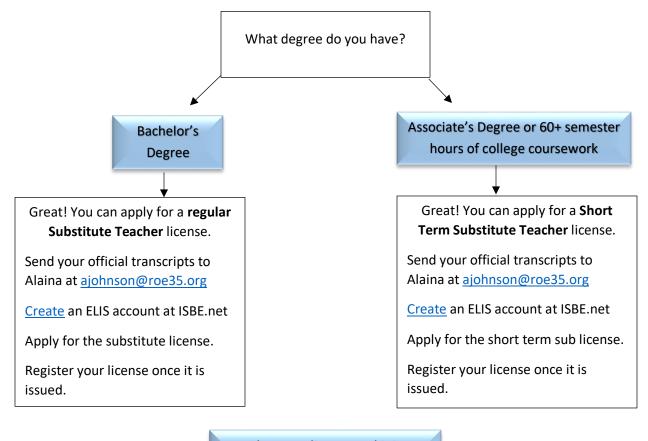
## **How Do I Apply for a Substitute Teacher License?**



I have my license and it is registered. Now what?

No. I am being hired by one district directly.

Call your employer and let them know you have your sub license. Complete all necessary employment paperwork and background checks.

You're ready to work!

Are you applying for a ROE35 sub authorization?

Sub authorization allows you to work in any district in our service area without needing to complete multiple background checks.



Download and complete the appropriate sub authorization packet:

- Bachelor's
- Associate's or 60+ credit hours
- PEL

Schedule a fingerprint background check with our office by calling (815) 434-0780

Receive your sub authorization in the mail.

You're ready to work!