

New License: Short-Term Substitute (STS) License

- Valid for substitute teaching in all grades of public schools, PK-12.
- Application fee is \$25 (can be refunded within 18 months after teaching 10 days within one year of the license being issued).
- No registration fee.
- Applicant must hold an Associate degree or show completion of 60 semester hours from a regionally-accredited institution of higher education.
- **If they have a Bachelor's Degree they should apply for a regular Substitute license.**
- Can teach no more than 5 consecutive days per licensed teacher under contract.
- Must complete a training program for short-term subs provided by the school board.
- All licenses will have an expiration date of June 30, 2023 and cannot be renewed. Thus, depending on the issue date, some licenses will have a cycle that is shorter than 5 years. No licenses will be issued after this date.
- An individual with the STS license can only serve as a short-term substitute teacher. Any individual with a Paraprofessional endorsement (teacher assistant) would NOT be able to serve as a short-term substitute teacher.