



Substitute Teacher License Options

Three-Year Short-Term Substitute License

vs.

Five-Year Long-Term Substitute

The Three-Year Short-Term Substitute license allows the educator to be in a short-term (no more than 45 days in a specific assignment) substitute assignment. The Three-Year Short-Term Substitute license does not allow the license holder to be in a long-term substitute assignment. For long-term substitute assignment, the applicant may apply for a License with Stipulations if requested by the employing school district. A License with Stipulation requires the educator to be enrolled in and complete a state-approved educator preparation program in the subject or grade level of their assignment under the License with Stipulations.

A Five-Year Long-Term Substitute license may be issued to an applicant who has completed an approved education preparation program and has held or is eligible to hold a Wisconsin license or the equivalent license in another state.

A Five-Year Long-Term Substitute license allows the license holder to be a long-term substitute in the subject and grade level in which they are licensed. It also allows the license holder to be a short-term (no more than 45 days in a specific assignment) substitute in a subject or grade level outside their license area.

To apply for a Three-Year Short-Term Substitute license:

Applicant must hold an associate degree or higher from an accredited college or university. Submit original transcripts with the application.

Applicant must submit evidence that they have successfully completed substitute training. The following are acceptable forms of documentation:

- 1) Certificate of completion from a DPI approved substitute training program, including date of completion
 - WI DPI Approved Online Training: STEDI.org (\$39.95 + 8 hours of online training), WEA Professional Development Academy (\$169 + online and classroom observation opportunity), CESA 11 (\$230 + 2 day training in Turtle Lake)
- 2) PI-1633 Substitute Teacher Training Verification Form

Three-Year Substitute License: \$125
(cost of substitute training program not included)

To apply for a Five-Year Long-Term Substitute license:

Applicant must have completed an approved educator preparation program and has previously held a Wisconsin educator license; **OR**

Applicant must have completed an approved educator preparation program and is eligible to hold a Wisconsin educator license; **OR**

Applicant has completed an approved educator preparation program outside of Wisconsin and holds an equivalent license from that state.

Five-Year Substitute License Out-of-state Educator: \$175
Five-Year Substitute License Instate Educator: \$125

<https://dpi.wi.gov/tepd/elo/substitute-emergency>