

Thinking about substitute teaching while you are still in college? You may be eligible.

Please make sure to use our forms, and not the ones on DPI's site. You will need to follow the directions below for substitute teaching in Wisconsin. For the DPI form, we have pre-filled in our information on the attachment to be more efficient on our end.

Many school districts are looking for substitute teachers. Many may even be happy to have you over winter and summer breaks.

For some of you, you may already meet the rules for the substitute teaching license, or you will soon (see rules and directions on how to gain licensure listed below). For others, it could be you now meet these rules.

NOTE: If you are not eligible yet for this license, school districts in your area may be hiring full-time, part-time and substitute workers for other jobs within the district that do not require this license. Check out your school district's website if interested.

You may meet these requirements now. Please follow these directions exactly if you want to apply as a substitute teacher!

AB 975 - Substitute Teaching

AB 975 has been signed by the governor as [Wisconsin Act 236](#) and went into effect Monday, April 11. This law would allow those enrolled in teacher preparation programs who have at least junior standing, are 20 years old, and have completed at least 15 hours of classroom observation to be eligible for a three-year short-term substitute teaching license without having to acquire an associate's degree or complete additional training. There is a fee associated with this and you [may be required to submit fingerprints](#). Students may now apply for this license and information on how to do so is located at <https://dpi.wi.gov/licensing/apply-educator-license/sub-permit/epp-verification>. You must follow these directions PRIOR to applying.

We do want to make it clear to our students that you are expected to attend all of your courses, as well as any commitments you have made for any pre-clinical/practicum assignments and/or student teaching/internships that you have committed to. You should only accept substitute teaching assignments that will NOT affect any commitments that you have already made.

If you meet the requirements listed above, and are interested in applying for this license and serving as a substitute teacher in a school district, please follow these directions. Please give us 1 week to send you the signed form.

1. Read the directions on DPI's website: <https://dpi.wi.gov/licensing/apply-educator-license/sub-permit/epp-verification>
 - make sure to follow their directions closely.
2. Send the following, all in one email, to field.experiences.office@uwsp.edu:
 - Complete Section I Applicant Information in the attached "DPI Substitute teaching form f1975" attached. Please do not get the form off of DPI's website, but use the form attached as our information has been prepopulated.
 - Complete the "DPI Questionnaire for DPI Substitute Teaching License" form attached.
 - Include verification, from the teacher(s) you worked with or the building administrator, of your 15 hours of classroom observation. We will accept either the UWSP log of hours form, signed by the cooperating teacher, or a memo or letter on school district or school building letterhead from a teacher or building administrator verifying that you have completed at least 15 hours of classroom observation of any sort in their school. These hours must have taken place in a K-12 school.
3. Your information will be verified, and Maggie Beeber, Teacher Certification Officer, will email you the signed form. Please do not email materials directly to Maggie.
NOTE: Please give us one week to process your request.
4. Complete your license application on DPI's website: <https://dpi.wi.gov/licensing/apply-educator-license/sub-permit/epp-verification>

You will want to reach out to the school districts where you are interested in subbing at to find out how to apply to be a substitute teacher in that district. Every district has a different process. Some districts look for substitute teachers over our breaks and in the summer as well.