

Who does **NOT** need training in order to apply as a Substitute Teacher?



- Ⓢ **Experienced Full-time Teachers/Retired** - (minimum of 1 year) – You must provide a reference from your last principal indicating a satisfactory performance.
- Ⓢ **Experienced Substitute Teachers** - (minimum of 2 years) - You must provide a reference from your last principal or an employment verification indicating at least two years of substitute teaching experience
- Ⓢ **Completed Education Degree** - (Associate's or higher) - You must provide official transcripts that indicate degree completion in an Education Program of Study.
- Ⓢ **Completed Student Teaching/Internship** – You must provide a reference from your cooperating teacher and the college supervisor.
- Ⓢ **Completed Substitute Teacher Training** – You must provide a Certificate of Completion from a Substitute Teacher Training Program.

If the specified documentation cannot be provided, or if you do not have the appropriate training or experience, you will not be able to substitute teach until the training is completed. It is mandatory that the training is completed **before** submitting an application.

Please contact the Sub Central Help Desk – 754-321-2340 if you have any further questions or concerns.