

# Requirements and Procedures for Becoming a Substitute Teacher

## Have or Obtain a Current Kansas Teaching License

- In order to be considered for a substitute teaching position, you will need to have one of the following Kansas teaching licenses: professional, initial, exchange, standard substitute or emergency substitute.
- If you do not have a Kansas teaching license, but have a minimum of at least 60 college credit hours you are eligible to apply for an Emergency Substitute teaching license.
- The Kansas State Department of Education is responsible for all Kansas teaching licensure.

## Applying for an Emergency Substitute Teaching License

- Login to the Kansas State Department of Education at [www.ksde.org](http://www.ksde.org).
- Select the License Requirements Tab.
- Choose the appropriate substitute licensure and follow the application instructions.
- If you are applying for an Emergency Substitute license for the very first time – the application **must** be submitted online. Each subsequent renewal can then be completed online at the KSDE website [www.ksde.org](http://www.ksde.org) (every two years after the initial application).

## What You Will Need In Order to Complete the Licensure Process (first time license)

- A minimum of 60 college credit hours.
- Complete and submit the licensure application online at KSDE.org.
- The first licensure application also requires you to be fingerprinted. There is a \$50 fee (payable to KSDE) for the fingerprint processing and a background check. Fingerprint cards/envelopes can be ordered from the KSDE website, or they are available from the Valley Center District Office, 143 S. Meridian Ave., Valley Center, KS 67147, during normal business hours. Some law enforcement agencies may charge an additional fee to process your fingerprint card. Submit the fingerprint card and processing fee to:  
*Kansas Licensure and Accreditation  
Kansas State Department of Education  
Landon State Office Building  
900 SW Jackson St., Ste. 106  
Topeka, KS 66612-1220*
- You will not be notified that your license is available until the KSDE has received the results of your fingerprints as well as your license application with official transcripts and fees. **Licenses are no longer mailed out – you will be able to access your license through the KSDE website.**

## Complete and Submit an Online Application to Valley Center Schools

- All applications **must** be submitted through our website, [www.usd262.net](http://www.usd262.net). Click on the *Employment Tab* and then *Apply Here* and select the *Substitute Teacher* application. You will be asked to create a login and password – please keep that

information in a safe place. If you wish to make modifications to your application at any time, you will need the login and password – we do not have access to your login information. All applications remain on file for a period of one year.

- Once your application has been processed, you will be notified by email that you have either been selected to move to the next step of the hiring process or that you do not meet the requirements of the position. If you have been notified that you meet the requirements of our district, you will be required to submit to a background check and you will need to provide proof that you have received a TB test/work physical within the past 12 months. A Certification of Health form is available at the District Office if you need to repeat your TB test/work physical.
- You will be notified when your background check has been received and will be asked to schedule an appointment with the District Office to complete your required paperwork. Once your paperwork has been reviewed and verified, you will be able to access AESOP (automated substitute calling system) within 24-48 hours. You will be notified by email when your account is active.