

Three-Year Substitute Permit

State Budget Licensure Changes



Educators who hold a **Professional or Master** Educator license that was supposed to expire on June 30, 2018, DO NOT NEED TO APPLY to renew their license with credits or a PDP. The state budget has removed the expiration dates from these licenses, and we are working to have license lookup reflect that.

Please visit the [Latest Licensing News \(https://dpi.wi.gov/tepd/news\)](https://dpi.wi.gov/tepd/news) blog for information on the state budget's impact on licensure. All available information has been posted to the Latest Licensing News blog. Please Note: the first post relating to the new license rules was written September 22nd.

A substitute permit may be issued to an applicant who holds an associate degree or higher from an accredited college or university, but has not completed a state-approved educator preparation program.

The application for a substitute permit must be requested by the employing school district where there has been a shortage of substitute teachers who are fully licensed. Once an educator holds a current Three-Year Substitute Permit, they may short-term substitute at any Wisconsin school district that wishes to hire them. As part of the application, the school district must have a plan for providing training to the substitute permit holder. Some districts provide their own training, while others use one of the substitute teacher training programs listed further below on this page. Consult with your school district to ensure you complete the correct training.

The three-year substitute permit allows the permit holder to be in a short-term (no more than 45 days in a specific assignment) substitute assignment. The substitute permit does not allow the permit 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 Stipulations \(https://dpi.wi.gov/tepd/licensing/types/license-with-stipulations\)](https://dpi.wi.gov/tepd/licensing/types/license-with-stipulations) 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.

The substitute permit is issued for a period of 3 years and may be renewed upon request from the employing school district.

License Application Requirements

To apply for a three-year substitute permit:

- Applicant must hold an associate degree or higher from an accredited college or university. Submit original transcripts with the application.
 - IF the applicant holds an associate degree, they must ALSO submit evidence that they have successfully completed the district-selected substitute training. IF the applicant holds a bachelor's degree or higher, this documentation is NOT required.
- The [PI-1622-Sub \(https://dpi.wi.gov/tepd/elo/supplementary-forms\)](https://dpi.wi.gov/tepd/elo/supplementary-forms) school district request form must be completed by the employing school district, and is uploaded by the applicant into their short-term substitute permit application.

License Renewal Requirements

To renew a three-year substitute permit:

- The DPI does not require completion of coursework to renew three-year substitute permit.
- The [PI-1622-Sub \(https://dpi.wi.gov/tepd/elo/supplementary-forms\)](https://dpi.wi.gov/tepd/elo/supplementary-forms) school district request form must be completed by the employing school district, and is uploaded by the applicant into their short-term substitute permit application.

Application Process

Directions for applying for a new three-year substitute permit can be found at

<https://dpi.wi.gov/tepd/elo/substitute-emergency/sub-permit-tips>
(<https://dpi.wi.gov/tepd/elo/substitute-emergency/sub-permit-tips>).

Directions for renewing for a three-year substitute permit can be found at

<https://dpi.wi.gov/tepd/elo/substitute-emergency/sub-permit-renewal-tips>
(<https://dpi.wi.gov/tepd/elo/substitute-emergency/sub-permit-renewal-tips>).

Substitute Teacher Training Programs

The following organizations offer training programs for substitute teaching:

- [CESA 1 Substitute Teacher Training](http://www.cesa1.k12.wi.us/programs/sub_teacher_training/index.cfm)
(http://www.cesa1.k12.wi.us/programs/sub_teacher_training/index.cfm)
- [CESA 4 Substitute Teacher Training](http://www.cesa4.k12.wi.us/programs/substituteteachertrainings.cfm)
(<http://www.cesa4.k12.wi.us/programs/substituteteachertrainings.cfm>)

- [CESA 6 Substitute Teacher Training \(http://www.cesa6.org/services/substitute-teachers/\)](http://www.cesa6.org/services/substitute-teachers/)
- [CESA 9 Substitute Teacher Training \(http://www.cesa9.org/prodev/subteachtrng.cfm#d125255\)](http://www.cesa9.org/prodev/subteachtrng.cfm#d125255)
- [CESA 11 Substitute Teacher Training \(http://www.cesa11.k12.wi.us/sub-teacher\)](http://www.cesa11.k12.wi.us/sub-teacher)
- [CESA 12 Substitute Teacher Training \(https://www.cesa12.org/substitute-teacher-training.html\)](https://www.cesa12.org/substitute-teacher-training.html)
- [WEA Professional Development Academy \(http://weaacademy.org/product/foundations-of-effective-substitute-teaching/\)](http://weaacademy.org/product/foundations-of-effective-substitute-teaching/)

Related information:

- [Applying for a license/permit \(https://dpi.wi.gov/tepd/elo\)](https://dpi.wi.gov/tepd/elo)
- [Renewing a license/permit \(https://dpi.wi.gov/tepd/licensing/renewal\)](https://dpi.wi.gov/tepd/licensing/renewal)
- [Background check and fingerprint \(https://dpi.wi.gov/tepd/licensing/background\)](https://dpi.wi.gov/tepd/licensing/background)
- [License and Assignment \(https://dpi.wi.gov/tepd/licensing/license-assignment\)](https://dpi.wi.gov/tepd/licensing/license-assignment)
- [Emergency license/permit \(https://dpi.wi.gov/tepd/elo/substitute-emergency/lws-oneyear\)](https://dpi.wi.gov/tepd/elo/substitute-emergency/lws-oneyear)

Contact Us (<http://dpi.wi.gov/support/contact-educator-licensing>)