

Frequently Asked Questions - Substitute Teaching

Latest Licensing News Blog



There have been many recent changes to licensure in statute and rule. Please review the [Latest Licensing News](https://dpi.wi.gov/tepd/News) (<https://dpi.wi.gov/tepd/News>) blog for updates on current licensing requirements.

Questions

1. What is the difference between the Five-Year Substitute License and the Three-Year Short-Term Substitute Permit?
2. How long can an individual with a three-year short-term substitute permit be in a specific assignment?
3. How long can an individual with a five-year long-term substitute license be in a specific assignment?
4. How can an individual who holds an associate degree show they've successfully completed the substitute teacher training for the three-year short-term substitute permit?
5. What are the requirements to be a long-term substitute?
6. I hold a substitute permit and work at my school district as an instructional aide. According to my district, I need to take some classes in the next two years. I'm thinking about taking Psychology courses. Would those courses fulfill the requirement to maintain my substitute permit?

Answers

- 1. What is the difference between the Five-Year Substitute License and the Three-Year Short-Term Substitute Permit?**

- The Five-Year Substitute License may be issued to an applicant who has completed a state-approved educator preparation program through an accredited four-year bachelor degree granting institution. See the [Five-Year Substitute License Requirements \(https://dpi.wi.gov/tepd/licensing/types/five-year-substitute\)](https://dpi.wi.gov/tepd/licensing/types/five-year-substitute) page for more information.
- The Three-Year Short-Term Substitute Permit may be issued to a person who holds an associate's degree or higher from an accredited degree granting institution, but has not completed a state-approved educator preparation program. See the [Three-Year Short-Term Substitute Permit Requirements \(https://dpi.wi.gov/tepd/licensing/types/three-year-substitute\)](https://dpi.wi.gov/tepd/licensing/types/three-year-substitute) page for more information.

2. How long can an individual with a three-year short-term substitute permit be in a specific assignment?

The three-year short-term substitute permit allows the holder to accept short-term substitute assignments in any subject at any grade level (**no more than 45 days total in a specific assignment**).

3. How long can an individual with a five-year long-term substitute license be in a specific assignment?

The five-year long-term substitute license allows the holder to accept long-term substitute assignments in the subject and grade level in which they are licensed (**more than 45 days total in a specific assignment**). The five-year long-term substitute license also allows the holder to accept short-term substitute assignments a subject and grade level outside of their license (**no more than 45 days total in a specific assignment**).

4. How can an individual who holds an associate degree show they've successfully completed the substitute teacher training for the three-year short-term substitute permit?

The following are acceptable forms of documentation:

- CESA or WEAC Certificate of Completion, including date of completion.
- Confirmation letter of successful completion, on district letterhead, including date of completion, signed by an authorized Administrator.

5. What are the requirements to be a long-term substitute?

PI 34.23 states "a long-term substitute shall be a licensed teacher or a licensed substitute teacher; however, a long-term substitute may be employed only in the subject and grade level in which the teacher is licensed. An emergency license or permit may be granted to a long-term substitute."

An individual holding only a three-year short-term substitute permit cannot serve as a long-term substitute **unless they have been issued a One-Year License with Stipulations**. Please see the [One-Year Licenses with Stipulations \(https://dpi.wi.gov/tepd/elo/substitute-emergency/lws-oneyear\)](https://dpi.wi.gov/tepd/elo/substitute-emergency/lws-oneyear) page for more information.

6. I hold a substitute permit and work at my school district as an instructional aide. According to my district, I need to take some classes in the next two years. I'm thinking about taking Psychology courses. Would those courses fulfill the requirement to maintain my substitute permit?

No coursework is required to renew the substitute permit. However, your school district may have a continuing education requirement as a condition of employment. You must contact your school district to find out about continuing education requirements.

Related Resources

- [Five Year Substitute License \(https://dpi.wi.gov/tepd/licensing/types/five-year-substitute\)](https://dpi.wi.gov/tepd/licensing/types/five-year-substitute)
- [Three Year Substitute Permit \(https://dpi.wi.gov/tepd/licensing/types/three-year-substitute\)](https://dpi.wi.gov/tepd/licensing/types/three-year-substitute)
- [One-Year License with Stipulations \(https://dpi.wi.gov/tepd/elo/substitute-emergency/lws-oneyear\)](https://dpi.wi.gov/tepd/elo/substitute-emergency/lws-oneyear)

Contact Educator Licensing (<https://dpi.wi.gov/support/contact-us>)