

INSTRUCTIONS TO OBTAIN A SUBSTITUTE TEACHER CERTIFICATE

Complete the substitute teacher application

Complete the criminal background check

Apply online for your substitute certificate –
<http://www.doe.in.gov/educatorlicensing/>

The criminal background check will be sent to our office. If you already have a recent background check please get a copy to us with your application. You will be able to print your substitute certificate after we approve it online. Please bring us a copy of your certificate along with your completed application.