

Substitute Teachers need:

- 1) Bachelors or Associates degree
- 2) Substitute Teacher Training Program
 - a) The district recommends www.stedi.org online option -Cost is \$39.95
 - b) 6 – 8 hour training course on your own time, a score of 85% or higher is required on STEDI's assessment

DPI License -

1. Click on this link to set up your ELO account- <https://elo.wieducatorlicensing.org/>
Your first login to the Educator Licensing Online (ELO) will have an onboarding process.
2. Once connected then you can apply for the 3-year substitute teacher license. Here are the instructions - <https://dpi.wi.gov/tepd/elo/substitute-emergency/sub-permit-tips>

■ Apply for a License

Are you a recent graduate, have completed a new approved program, or passed a Wisconsin content test to add a teaching subject to your license? Thinking about moving to Wisconsin and becoming an educator?
Apply for a license below.

1-Teacher Category ▼	
S-Teacher - Short Term Substitute License [T910] ▼	
Teacher: Request Short-term Substitute License [1910] ▼	Go!

After selecting Go, on the next screens, follow all the needed information. You will need to upload your completion certificate from either the Stedi or a CESA course and your current transcripts that state you have a bachelor's or associate's degree.

After the application is complete, make sure you complete the Conduct & Competency Questionnaire (C&C) and a payment (\$125). This will show up in the Access ELO Cart and Additional Activities as a To-Do item after the application is saved.

DPI does not send the district anything. Once you receive your license, you will need to send us a copy of your license as part of your substitute teacher application.