

Hello,

If you are interested in substitute teaching, you must obtain a substitute authorization from the Colorado Department of Education.

If you already have a teaching license or a current substitute authorization you can disregard this information.

If you already plan on renewing your substitute authorization in the future, please keep this IMPORTANT information.

To apply for a substitute teacher authorization on the Colorado Department of Education website, click on this link:

https://www.cde.state.co.us/cdeprof/licensure_subapp

Qualifications:

1-Year authorization: A one-year substitute authorization requires you to hold a high school diploma or its equivalent, have a current fingerprint-based history on file with CDE and successful experience working with children.

3-Year authorization: A bachelor's or higher degree earned at a regionally accredited college or university.

5-Year authorization: An active or expired Colorado **teacher** license (not special services, principal or administrator) **OR** an active **teacher** license issued by another state.

You will need a credit card to complete your fingerprints and application.

GWSD will reimburse the cost. Please print and submit the receipts to the Superintendent's Office.

Fees:

\$60 for 1-year

\$90 for 3- and 5-year authorizations

Fingerprinting for CDE for substitute authorizations is required.

Click on the link below to make an appointment. Get a receipt and submit it for reimbursement.

<https://uenroll.identogo.com/workflows/25YFZK>

Identogo is the only vendor in Gunnison providing fingerprinting. You must make an appointment and go to **101 North 8th Street. (Gunnison Mentors building).**

We appreciate every effort you make to ensure all students are successful. You make a difference!