

Humboldt County School District SUBSTITUTE TEACHING INFORMATION



Standard Substitute License:

A standard license is issued for five (5) years

To qualify for a standard substitute license issued by the Nevada Department of Education to substitute teach in kindergarten through twelfth grade, a person must:

1. Be a citizen of the United States, or be a lawful permanent resident of the United States with a valid Permanent Resident Card.
2. Have earned a minimum of sixty (60) semester credits or an associate's degree or higher, from a regionally-accredited college or university, as reflected on an official transcript.

Emergency Substitute License:

An emergency substitute license is issued for one (1) year.

To qualify for an endorsement as an emergency substitute teacher, a person must:

1. Be a citizen of the United States, or be a lawful permanent resident of the United States with a valid Permanent Resident Card, and
2. Have earned a high school diploma or its equivalent.

The licensure process takes approximately 4 to 6 weeks once submitted to the Department of Education.

Below are the steps needed to begin substitute teaching in Humboldt County School District:

1. Application for Nevada Substitute/Emergency Substitute License

All potential substitute teachers need to apply for a Substitute/Emergency Sub License on the Nevada Department of Education (DOE) website - OPAL (the DOE's licensure application portal).

https://doe.nv.gov/educator_licensure/

Currently, HCSD is paying the licensure fee for all new substitute teachers in the amount of \$180.00. The final step of the licensure application is the payment. You will need to contact Leticia Prida at 775.623.8196 to schedule a time to come to the District, 310 E. Fourth Street, and login to your OPAL account so payment can be made on your behalf.

2. Fingerprints

Once a substitute license application has been submitted in OPAL, applicants will need to obtain a background check. Leticia will provide you with the fingerprint card when you come to the district office to process the licensure application payment. The fingerprint process is through the Humboldt County Sheriff's Department.

To schedule an appointment, please go to: <https://humboldt.nv.permitium.com/fingerprint/start>

3. District Substitute Application

Applicants will also need to apply online on the Humboldt County School District website at <https://hcsdnv.tedk12.com/hire/index.aspx>

Substitute Teacher Payroll Information:

Payroll dates for substitute teachers are the 18th of each month for any days worked in the previous month. Substitute Teachers may work up to 4 days per week (unless in a long-term position).

Rate of Pay – per day:

Winnemucca area schools:

Emergency Substitute	\$100.00
Regular Substitute	125.00
Regular – long term	135.00
(after the 5 th day for the same teacher)	

Rural schools:

Emergency Substitute	\$110.00
Regular Substitute	135.00
Regular – long term	145.00
(after the 5 th day for the same teacher)	

For more information or questions, please contact:

Leticia Prida

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775.623.8196