



TEACHING & LEADING
ALABAMA 

Step-by-Step Guide

Substitute License Application Process

Employee Responsibilities

Last updated: November 18, 2025

334-694-4557



www.alabamaachieves.org

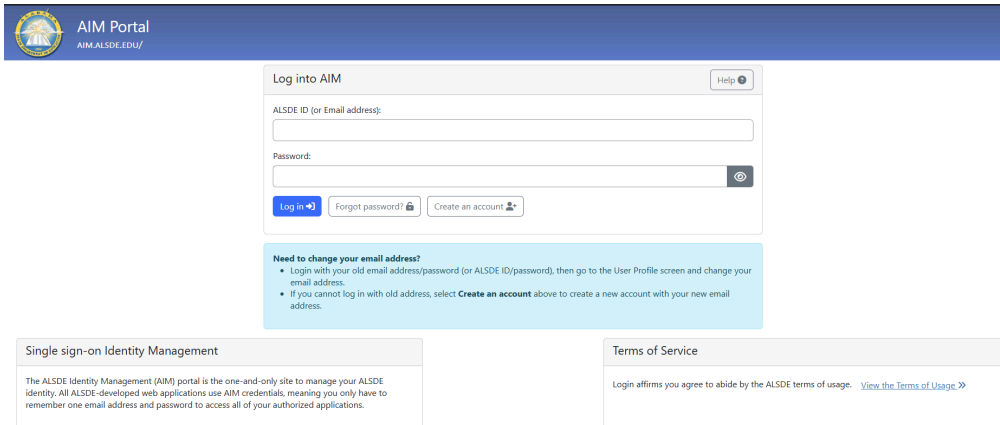


edcert@alsde.edu



Substitute License Application Process

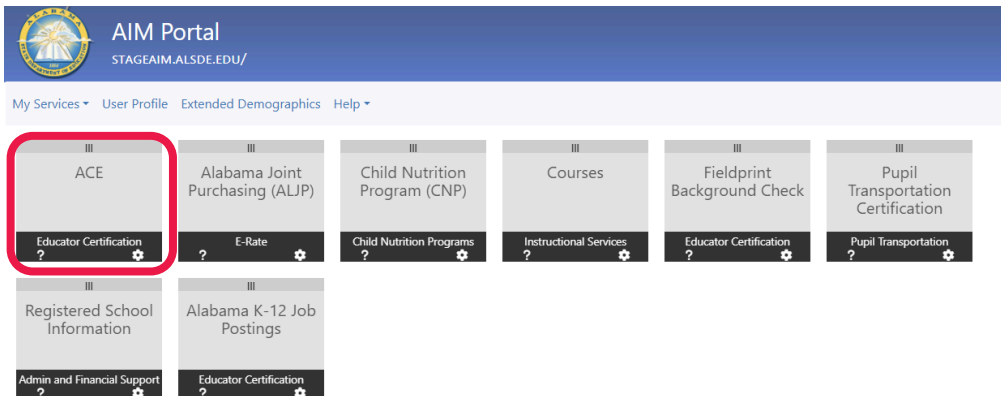
- Go to <https://aim.alsde.edu> to log into your AIM account.
- Enter your ALSDE ID # or email address and password then select **Log In**



For issues logging into an **existing** AIM account

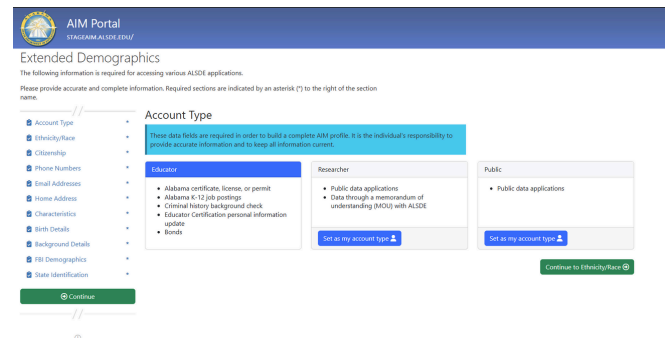
- Contact ALSDE help desk during normal business hours by emailing **servicedesk@alsde.edu**
- Provide the following information:
- Subject Line: AIM Login Issues
- Full Name
- ALSDE ID
- Describe the issue you are having and include helpful screenshots
- Please allow 3-5 business days for a response, before contacting the Service Desk again
- For additional assistance on how to create an AIM account, locate the Creating an AIM Account document by clicking here [Creating an Aim Account](#).

- Once logged in, click on the tile labeled **ACE** to access the Certification Dashboard.



If you are redirected to Extended Demographics:

- Complete the required information.
- Required sections are indicated by an asterisk to the right of the section name.
- Once all required sections are complete, click the green button to continue to the ACE Certification Dashboard.
- If you are returned to the Extended Demographics Section, all sections have **not** been completed in their entirety.





Substitute License Application Process

- To access your application started by your school system or school system designee, visit the **Message Center** or the **Your Applications** section of the ACE Dashboard.
- Do not** select **New Application**

The screenshot shows the ACE Dashboard for the Alabama State Department of Education. The header includes the 'We Teach Alabama' logo and the department name. The main content area is divided into several sections: 'Hi Earline,' with a welcome message; '109 New messages' with a list of messages; 'Background Review' with a status of 'Suitable'; 'YOUR APPLICATIONS' with a list of applications; and 'Your Certifications' with a status of 'No Current Certificate'. The 'YOUR APPLICATIONS' section is highlighted with a red circle. A red 'X' is placed over the 'New Application' button. The '109 New messages' section is also highlighted with a red circle.

- Select the **SUB Application** that was started by the school system or school system designee.
- Click **Continue Application**

The screenshot shows the ACE Dashboard for the Alabama State Department of Education. The header includes the 'We Teach Alabama' logo and the department name. The main content area is divided into several sections: 'Hi Earline,' with a welcome message; '109 New messages' with a list of messages; 'Background Review' with a status of 'Suitable'; 'YOUR APPLICATIONS' with a list of applications; and 'Your Certifications' with a status of 'No Current Certificate'. The 'YOUR APPLICATIONS' section is highlighted with a red circle. The 'Continue Application' button for the 'SUB Application M6MIGGK' is highlighted with a red circle.



Substitute License Application Process

- Complete the required application sections. Once a section is completed select the **Next** icon to move to the next section of the application.

Confirm Personal Data	
First Name*	Earline
Last Name*	Garrett
Middle Name	Michelle
Suffix	
Gender	Female
Date of Birth*	05/26/1977
Address 1*	65 Shrevebrook Ct S
Address 2	
City*	Besse
State*	AL
Zip Code*	35956
Country of Citizenship*	United States of America
Email*	earlinegarrett@gmail.com
Home Phone	256.477.2029
Work Email Address	
Education*	Elementary
Education Level*	Elementary
Education Start Date*	2012/12/01
Education End Date*	2012/12/01

- Fees are paid within the application. Do **NOT PAY** a fee on another website.

Pay Application Fee	
Total Amount	\$38.00
Credit Amount	\$0.00
Paid Amount	\$0.00
Total Received	\$0.00

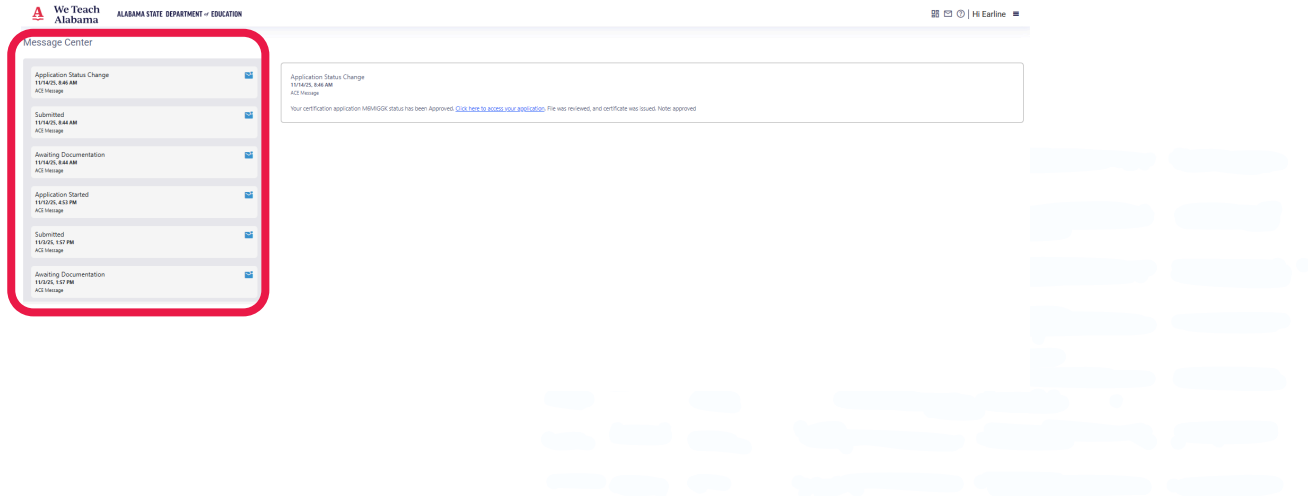
- Once all required application sections are complete, your application will be reviewed by your school system or school system designee and processed. Continue to check the ACE Portal for status updates.
- Please note the application **will not** reach 100% completion until the application is approved or denied.
- Reach out to your school system for questions and concerns with your application.

Application ID	Status	Date
SUB Application SE9506	Submitted	07/18/2024
EC Application B701YE	Submitted	07/18/2024
SUB Application WNGRB11	Submitted	07/18/2024
SUB Application 1A7N9RE	Submitted	07/18/2024

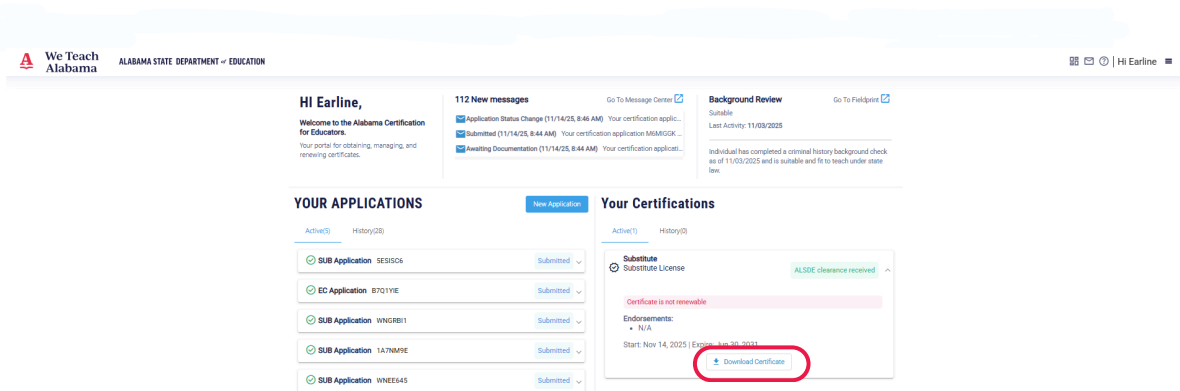


Substitute License Application Process

- Check the ACE Portal often for updates on your application.
- Applications may take up to 4-6 weeks to be processed.
- You will receive message updates in the **Message Center** of the ACE Portal.



- To print your substitute license, select **Download Certificate** under the **Your Certifications** section of the ACE Portal.



- If you have questions, please contact your employing school system or school system designee.