

Become a Substitute Teacher without your Bachelor's Degree



Step 1: Obtain an Emergency Substitute Teaching Certificate

What you will need:

- Your High School Diploma, official transcripts documenting graduation, Or, Associate's Degree
- An IVP Fingerprint Card (\$67 + processing fee)
- Emergency Substitute Request Form (signed by DVUSD, only available in person)
- \$60.00 fee for AZ Department of Education

How to Obtain an IVP Fingerprint Card:

There are multiple places around the valley that provide fingerprinting services. The cost of the card is \$67.00 plus a processing fee which varies by location. Here are the two most common places we refer people:

Arizona Livescan

2432 W Peoria Ave Ste 1009
Phoenix, AZ 85029
602-246-3444
www.ArizonaLivescan.com

UPS Stores

Some locations offer
fingerprinting.
www.PrintScan.com

IMPORTANT: YOU MUST HAVE THE FINGERPRINT CARD BEFORE YOU CAN APPLY FOR YOUR EMERGENCY SUBSTITUTE CERTIFICATE

How to Apply for an Emergency Substitute Certificate:

Emergency Substitute Certificates require a request form completed by DVUSD. You will need to contact our Substitute Specialist to make an appointment to complete the application with the HR Manager. You will then take the completed application with the materials listed above to the Department of Education.

Step 2: Apply to ESI Workforce.

DVUSD hires all our Certified Substitutes through ESI. Once you have applied for your Substitute Certificate, you can apply with ESI here:

<https://esiworkforce.com/join-esi/substitute-esi>

Step 3: Onboard with DVUSD

Once you have been hired by ESI, they will notify our Substitute Specialist that you are interested in substituting for DVUSD. Our Substitute Specialist will then contact you to begin onboarding with the district.