

Become a Substitute Teacher with your Bachelor's Degree



Step 1: Obtain a Substitute Teaching Certificate

What you will need:

- Your Official College Transcripts with degree posted
- An IVP Fingerprint Card (\$67 + processing fee)
- \$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 SUBSTITUTE CERTIFICATE

How to Apply for a Substitute Certificate:

The Department of Education website offers step by step directions on how to obtain your Substitute Teaching Certificate once you have received your IVP Fingerprint Card. You can find the information here: www.azed.gov/node/27124

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.