

Steps to becoming a Substitute Teacher

Go to this website <https://www.cde.state.co.us/educators> and apply to become a substitute teacher.

Select which Substitute Authorization that applies to you:

5-Year Substitute Authorization

To qualify for a 5-year substitute authorization requires you must hold or have held a Colorado teacher license or hold an active out of state teacher license and have a current fingerprint-based criminal history report/background check on file with CDE. During the application process, those with out-of-state teacher licenses will be required to upload a copy of the certificate. Alternative or provisional teacher, special services provider, principal and administrator licenses and CTE, temporary, adjunct, substitute emergency and other authorizations do not qualify; it must be a full teacher license.

3-Year Substitute Authorization

To qualify for a 3-year substitute authorization, you must hold an earned bachelor's or higher degree *in any content area* from a regionally accredited college or university and have a current fingerprint-based criminal history report/background check on file with CDE. During the application process, you will be required to upload a copy of the official, degree-conferred transcript(s) into your application.

1-Year Substitute Authorization

To qualify for a 1-year substitute authorization, you must hold a high school diploma or its equivalent, have a current fingerprint-based criminal history report/background check on file with CDE and attest to having successful experience working with children. This authorization is ideal for recent college graduates, career-changers and anyone interested in serving their communities and its students!

Schedule your fingerprinting appointment with IdentoGo while on that website. To do so, **click this logo (see below):**



Click on the word: **IdentoGo**, at some point you will have to enter in a Pueblo zip code (ie: 81003), select the Pueblo location. Schedule your appointment.

Here is the address for IdentoGo.

IdentoGO
1045 W 6th St
Pueblo, CO 81003

4. Finish your application with CDE, select "yes" that you did the fingerprinting requirement and submit payment. Keep checking your COOL account for your certificate or for any messages from CDE. Keep your login information in a safe place.

Print off your Substitute Authorization Certificate with the QR code from your COOL Account - usually takes a few days / weeks to process.

5. Go to the Pueblo District 60 website to apply:

<https://www.applitrack.com/pueblocity/onlineapp/default.aspx>

6. Click on Substitute Teacher - Certified - Job 10600 to apply

7. Follow the instructions and complete the application. You will be asked to upload your newly acquired substitute license and your transcripts. Please list 3 references (2 professional and 1 personal - non relative) along with their email addresses.

8. Give me a call upon completing your application and / or if you need assistance, Jill Stevenson 719-549-7139.

9. I will be calling to schedule an interview and complete a skills test.