

Staff for Kentucky's Education Professional Standards Board (EPSB) have developed the following guidance to help districts navigate the recent changes to certification procedures to comply with federal and state law.

Substitute Teaching Certificates

[House Bill 387](#) from the 2024 legislative session amended [KRS 161.102](#) to create and set the education requirements for three certificates for substitute teaching: a one-year emergency certificate for substitute teaching, a five-year certificate for substitute teaching, and a 10-year certificate for substitute teaching.

- **One-year emergency certificate for substitute teaching**
 - Candidates shall have a minimum of a high school diploma or equivalent.
 - There is no minimum grade point average (GPA) requirement.
 - Application is initiated by the district and requires:
 - District verification of a high school diploma or equivalency; and
 - Applicants to complete the character and fitness review.
 - Automated issuance process.
 - This certificate is not valid for full-time employment or the replacement of the teacher of record for more than 20 consecutive days.
 - These certificates will be issued at a Rank V and are limited to employment with the district that initiated the application.
- **Five-year certificate for substitute teaching**
 - Candidates shall have a minimum of a bachelor's degree from a regionally or nationally accredited postsecondary institution.
 - There is no minimum GPA requirement.
 - Application can be started by the applicant or the district, and requires:
 - Official transcripts evidencing completion of a bachelor's degree;
 - Applicants to complete the character and fitness review; and
 - \$15 application fee.
 - These certificates will be issued at a Rank IV and are valid for employment statewide.
- **Ten-year certificate for substitute teaching**
 - Candidates shall hold, or previously held, a valid Kentucky or out-of-state teaching certificate.
 - Application can be started by the applicant or the district.
 - For candidates who currently hold, or previously held, a Kentucky teaching certificate or statement of eligibility, the application requires:
 - Completion of the character and fitness review; and
 - \$15 application fee.
 - For candidates who currently hold, or previously held, an out-of-state teaching certificate or statement of eligibility, the application requires:
 - A copy of the out-of-state teaching certificate;