

## Information on Substitute teaching in Kansas

There are two kinds of substitute license in Kansas. A “Standard Substitute” requires completion of a teacher education program; an “Emergency Substitute” only requires 60 hours of college credit. Emergency Subs can teach up to 50% time, in short assignments (any subject or grade level) and pay is typically \$90-120 per day.

If you have not completed a teacher preparation program but are looking for more consistent employment in a K-12 school setting with paid health insurance, consider applying for a “para-professional” job instead of the emergency sub. Most para-professional jobs are in Special Education and there can be openings available year-round.

### To apply for the Emergency Substitute license in Kansas:

1. Go to [www.ksde.org](http://www.ksde.org), under Licensure, Applications, find the **Form 8**, register online and complete the form and pay the application fee (currently \$70). The application requires college transcripts, which you will order from the Registrar’s office; these may be sent in either hardcopy or electronic format. Processing time at KSDE is usually 5-6 weeks after all materials have been received.
2. KSDE requires a background clearance. You can order a special fingerprint card with instructions from the KSDE website. Follow the directions inside the packet. Put a separate check for \$50.00 in the envelope for the background check processing, which takes about 3-4 weeks. You can get fingerprinted at any police station near your home but expect to pay \$5-10 for their services, and be sure to bring the special KSDE fingerprint card with you. During COVID, many police stations are requiring an appointment.
3. You may start applying for emergency-substitute jobs while you wait to receive the license. Most districts have online job applications; the process typically includes interviews and a few hours of training before your first day of work. **Many local districts (Lawrence, Eudora, Bonner Springs, Tonganoxie and KC area) use Morgan Hunter, a staffing agency, so please visit their web site too: <http://www.mhedteach.com/substitute-teacher-jobs/>**
4. The **best time to apply for jobs and the e-sub license is July thru October**; by November, many districts have all the emergency subs they will need for the rest of the year. Your first e-sub license is issued for the academic year July 1 - June 30, so it doesn’t make sense to apply for this license in late spring. Note: some districts like Olathe and Blue Valley have not been using “emergency subs” in recent years since they have pools of unemployed licensed teachers willing to substitute part time.
5. Students who complete a teacher education program and apply for the regular “Initial” license will be able to substitute with that license; they will not need to apply for a separate “Substitute” license. However, **if you are finishing your Initial licensure program in December and want to sub or teach right away in January or February, you should consider filing the e-sub application sometime August – October, so you have the e-sub license by late December.**