


Thank you for your interest in being a substitute teacher in North Dakota! The information on this guide pertains to North Dakota's licensing process.

ESPB Issuing Agency Contact Information:

Standards and Practices Board - 2718 Gateway Avenue Suite 204 | Bismarck, ND 58503-0585 | Phone: (701)328-9641 | Fax: (701)328-9647 Email: espbinfo@nd.gov

Cost	Payment for...	Where/How to Pay
\$8.00	Official Transcripts	You must have a major credit/debit card (Visa, MasterCard, or Discover) and a valid email account to request your transcript online. (See Step 1)
\$44.50	Fingerprinting/aka background check	<i>Must be a money order</i> (you can get money orders from any bank, Walmart, <i>some</i> grocery stores and gas stations) (See Step 2) <i>This is not the same background check required for clinicals.</i>
\$30	One-time application fee	Paid and charged when you submit your application online (See Step 3)
\$85	Substitute License	Charged when your substitute license is issued. Select 'Initial Educator License'/aka Interim Substitute License (Do <u>not</u> select 'permit')
Total Cost \$167.50		

(Initial) Educator License (not 'permit') Interim Substitute License (Two-Year): Issued to individuals with a minimum of 48 semester hours of college coursework. There is a \$30 one-time application fee charged at time of applying; the license itself \$85 substitute license (charged when issued). The license is good for a period of 2 years and expires on the applicant's birthday. A substitute license allows a person to be a substitute teacher grades K-12 in all ND schools.

 **Use this web address to complete/submit information explained in the 3 steps:**
<https://www.nd.gov/espblicensure/license-information/substitute-license>

Obtain Your Substitute License in 3 Steps

1. Official transcript documenting a minimum of 48 semester hours of college coursework (you must select to have the transcripts emailed/sent to ESPB).

How to order official transcript (currently enrolled MSU students):

The following information can be found at <https://www.minotstateu.edu/records/registrar-office-faq.shtml>

Minot State University has authorized **Parchment** to provide official transcript ordering securely online at any time. You must have a major credit/debit card (Visa, MasterCard, or Discover) and a valid email account to request your transcript online.

The online service allows you to:

- Order as many transcripts as you like in a single session.
- Track your order status
- Receive timely email notices regarding your transcript request
- Review your order status history

Check out our [video](#) or follow these steps:

1. Log into [Campus Connection](#).
2. Click on Academic Records Tile.
3. Click Official Transcript Request on the left.
4. Choose Minot State University in the dropdown box.
5. Click Order Official Transcript button (This will direct you to the Parchment secured site). **Select to have your official transcript emailed to ESPB at → espbinfo@nd.gov**
6. Complete the request process.

2. Successful background check completed with ESPB. Background check instructions found [here](#)

Visit Deb Ringham in Swain Hall 218 for the packet and further help with completing this step. It takes about 2-3 weeks to get fingerprinting (aka background check) results. Results will be emailed to you and ESPB. **This is not the same background check required for clinicals.**

3. Online application for the substitute license. Click [here](#) to begin your online application

Do not select “Teaching Permit”. It typically takes about 3-4 days to get your license processed once ESPB receives all necessary information from the three-step process. Your license will be emailed to you for you to print.

Additional information about being a substitute teacher in North Dakota

With a substitute license, you may not sub more than 10 consecutive days at a time. This translates to no long-term sub positions, as a 'highly qualified' teacher must be arranged.

HOWEVER:

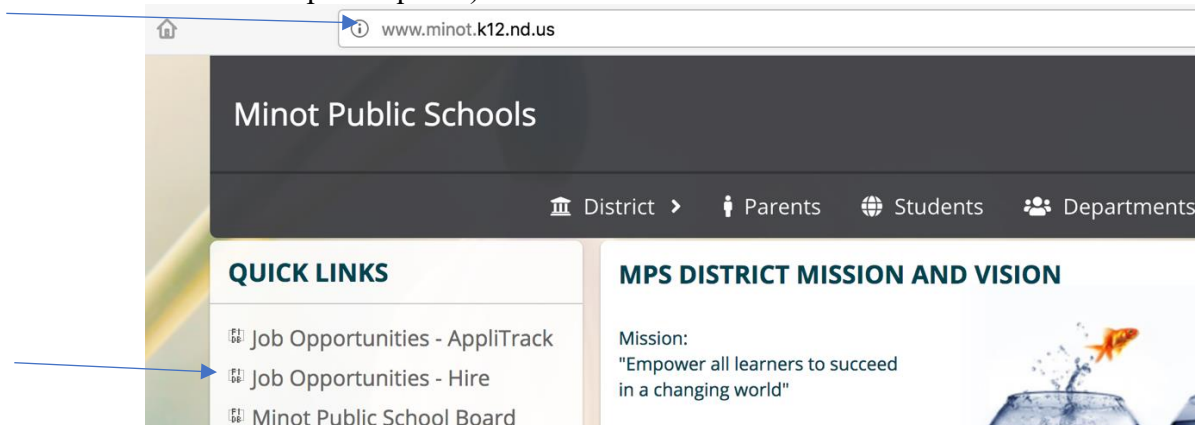
ESPB said that you may sub for more than 10 days if you have a bachelor's degree. This is where the confusion comes in because technically you don't have a bachelor's degree yet. So, I'll clarify by saying if your school district says it is ok then you are fine substituting for more than 10 days with a sub license.

Once your license arrives via email, get on some sub lists! 😊

How to Get Substitute Positions in Area Schools

*Note: This is not an exhaustive list but has information most recently verified by MSU faculty. In order to help keep this information up-to-date, please email Chelsie Hultz at Chelsie.Hultz@MinotStateU.edu with any additional schools' information/updates you find during your subbing journey Thank you!

- **Berthold Public School → \$125/day + free hot lunch 701-453-3484**
 - Call to give name and phone number. They will call you when needed and first time out bring copy of substitute license, driver's license, social security card, and a voided check.
- **Burlington Elementary → \$140 full day/\$70 ½ day + free hot lunch 701-839-7135**
 - Call to give name and phone number. They will call you when needed and first time out bring copy of substitute license, driver's license, social security card, and a voided check.
- **Minot Public Schools → \$140 full day/travel pay for base**
 - Online application (it will ask you to include 3 letters of recommendation, but for subbing only it is acceptable to upload a word document all three times stating "Available upon request")



Paraprofessional - Title I	01/07/2019	Classified	Roosevelt Elementary School	Apply
Paraprofessional - Direct Services - ID	01/04/2019	Classified	Lewis and Clark Elementary School	Apply
Paraprofessional - LD	01/04/2019	Classified	Magic City Campus High School	Apply
Lunchroom Supervisor	01/03/2019	Classified	Memorial Middle School	Apply
Substitute Teacher	01/02/2019	Substitute	Administration Building	Apply
Coaching	12/27/2018	Coaching	To Be Determined	Apply
Substitute Food Service	12/26/2018	Substitute	Administration Building	Apply
Substitute Paraprofessional	12/26/2018	Substitute	Administration Building	Apply

- Call 857-4404 Sarah for direct deposit and other things such as AESOP
- Sarah will meet with you then to discuss how to navigate MPS subbing.
- **Our Redeemer's Christian School (Minot) → email office@orcsknights.org for a substitute application**
- **South Prairie → \$140/day + free lunch 701-722-3537**
 - Call to give your name and phone number to be added to their sub list. They will call you when needed and first time out bring copy of substitute license, driver's license, social security card, and a voided check.
- **Surrey Public School → \$140/day + free lunch 701-838-1262**
 - Call to give your name and phone number to be added to their sub list. They will call you when needed and first time out bring copy of substitute license, driver's license, social security card, and a voided check.

STUDENT TEACHERS & SUBBING INFORMATION OPTIONS (for more in-depth information, talk to the Field Placement Director):

While student teaching, here's a brief (yet not complete) overview of how subbing works:

- OPTION 1: You may "sub" without pay *theoretically* any number of days **if** your cooperating teacher arranges to have a licensed sub in the room too (in which case, that is the person who gets paid, not you ☺) – this is most common of the three, as it allows the teacher to not have to make sub plans (since you know the ropes) and you don't have to add days to the end of your placement.
- OPTION 2: Any day(s) you get paid to sub you might need to add an equal number of days to the end of your placement. The added days at the end are without pay for legal reasons in order for completion of student teaching.
- OPTION 3: You may use **one personal day** to sub and get paid without adding a day to the end of your placement, but that leaves you with only one other personal day to use for any reason.

PROVISIONAL LICENSE (before your degree is posted):

If you plan to take a long-term sub position (more than 10 consecutive days) prior to receiving your actual teaching license, you are ***required by law*** to apply for and receive a “40 Day Provisional License”. There is a fee for it that is separate than the substitute and regular license fees. Visit the top link to find details. **AGAIN, see above green paragraph, as this is a gray area with exceptions possible.**

TEACHING LICENSE:

Teaching license initial 2-year (\$70 charged when issued); \$75 each endorsement issued (charged when issued)

Minor in an area (such as mathematics) on transcripts is added as an endorsement on license automatically without extra fee.

Answers to *Frequently Asked Questions* are provided for you at:

<https://www.nd.gov/espb/licensure/license-information/license-faqs>

The following information can be found at <https://www.nd.gov/espb/licensure/license-information/types-licenses>

Types of Licenses in ND**Initial Licenses**

Initial In-State License

Initial Interim Substitute License

Initial Out-of-State Reciprocal License

Alternate Access License

Initial Other State Educator License (OSEL)

(Available in 2 and 5 year)
40-day Provisional License

Renewal Licenses

Two Year Renewal or Five Year Renewal

Interim Substitute License Renewal

Out-of-state Reciprocal License Renewal

Alternate Access License Renewal

Other State Educator License Renewal

Probationary License

Re-entry License

30 Year Life License

Grade Configurations:

Early Childhood: Birth – Grade 3 (B-3)

Kindergarten: Prekindergarten and Kindergarten (PreK-K)

Elementary Education: Grade 1- Grade 8 (1-8)

Secondary Education: Grade 5 – Grade 12 in the specific content area only (5-12)

The following content areas are PreK – Grade 12: art, foreign language, music, physical education, and computer education.

License Descriptions:

Initial In-State License (Two-Year): Issued to first-time applicants who have met all of the ND requirements for licensure.

Two Year Renewal (Two-Year): Issued to applicants with less than eighteen months of successful contracted teaching in North Dakota, those who have completed all requirements of a Probationary License, or those who have met all the requirements of an Out of State Reciprocal License.

First Five Year License (Five-Year): Issued to individuals who have met all of the requirements for a ND Educator's Professional License and have successfully taught 18 months (full-time equivalent) in the state of North Dakota.

Five Year Renewal License (Five-Year): Issued to individuals holding a 5 year license - must be under contract at least thirty days of the five-year period and complete six semester hours of re-education to renew the 5 year license.

Alternate Access License (One-Year): Issued in a documented shortage area. This license is for those who do not have a teaching degree but do have a bachelor's degree in a content area where the vacancy exists in the school. It is expected that the applicant will work with a university to complete their education coursework over the next 3 years (if needed.) The license must be requested in writing by the local school administrator indicating the unsuccessful search for a qualified applicant and the desire for this license to be issued. Requirements include the completed online application, a bachelor's degree in the content area to be taught (official transcripts), and a plan of study from the college of education where the applicant will complete 1/3 of the program of study each year toward the teaching degree. This license can be issued a year at a time for a maximum of 3 years.

Interim Substitute License (Two-Year): Issued to individuals with a minimum of 48 semester hours of college coursework. License is good for two years and now expires on the applicant's birthday.

Initial Alternate Pathway License - American Board (Two-Year): Issued to applicants who have completed the requirements of American Board for North Dakota licensure.

Out-of-State Reciprocal License (Two-Years): Issued to individuals who graduated from an out-of-state university but do not hold a teaching license in another state. A transcript analysis is completed and a plan of study is developed for each individual indicating the coursework and testing needed. This license can be issued twice, so the educator has a total of four years to complete all requirements.

Other State Educator License (OSEL). A two or five year license issued to those applicants who hold and submits a valid teaching license received from an approved regular teacher

education program from another state. If the applicant has not tested in the sending state and has been licensed after 2002 in that state, they will have two years to complete ND tests. The regular application will be submitted including official transcripts, completed background packet, a copy of your current teaching license from another state, and/or confirmation form or test scores. If you have completed an approved program, including student teaching, hold a license in another state and have met their testing requirements, there will be no additional requirements.

Re-Entry License (Two-Years): Issued to individuals who have held a ND teaching license but it expired more than 5 years ago. A new background check is required. Eight semester hours of reeducation will be required if the applicant signs a contract during the license period.

Probationary License (Two-Years): Issued to individuals who have not completed the reeducation requirements for the five year or re-entry license. Only one probationary license is issued to an applicant.

40-Day Provisional License (40 Calendar Days): Issued to applicants who have been offered a job (either substitute or teaching) and have completed the entire application process with the exception of the background investigation. A letter from the school administrator indicating their desire to hire that person without the background investigation being complete and a letter from the applicant indicating their criminal background history is needed by the ESPB prior to issuing this license. [40-Day Provisional License Instructions](#) (34kb pdf)

30-Year Life License: Issued to a teacher who has held a ND license for 30 years and met the requirements of their current teaching license. (If an applicant currently holds a 5-year license and would like to move into the 30-Year Life License, they must submit 6 semester hours of re-education credit as required for the 5-year license they currently hold.) **Expiration:** none