



SUBSTITUTE LICENSE REQUIREMENTS AND APPLICATION

Thank you for your interest in being a substitute teacher in North Dakota. Our requirements for an interim substitute license are:

- Official transcript documenting a minimum of 48 semester hours of college coursework
- Successful [background check](https://www.nd.gov/espb/licensure/background-checks) completed with ESPB (<https://www.nd.gov/espb/licensure/background-checks>)
- Online application for the interim substitute license.

The substitute license is \$95 and valid for two years. There is also a one-time non-refundable application fee of \$30. The license expires on the applicant's birthday.

A substitute license allows a person to be a substitute teacher in grades K-12 in all ND schools.

ESPB has partnered with Frontline to provide online training to individuals with less than 48 credits of college education who are interested in substitute teaching. The training costs \$180 and takes approximately 20 hours to complete. Please click on this link to register for the training, and make sure you select North Dakota.

<https://www.frontlineeducation.com/substitute-teacher-training/>

Once an individual completes the training, they will use the ND Teach Login button above to register and apply for a substitute teaching license. Upon submission of their application, an applicant will be required also to submit the following documents:

- Frontline Training Completion Certificate
- [Fingerprint background check packet](https://www.nd.gov/espb/licensure/background-checks) - Please print these forms and follow the instructions (www.nd.gov/espb/licensure/background-checks)
- Copy of High School Diploma or GED certificate - OR - Official college transcript with any credit earned