

# 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 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. Apply online using [NDTeach](#).**

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

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**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 \$99 and takes approximately 20 hours to complete. Please visit <https://www.frontlineeducation.com/substitute-teacher-training/> to register for the training, and make sure you select North Dakota.

**Once an individual completes the training, they will need to use [NDTeach](#) to register and apply for a substitute teaching license. Upon submission of their application, an applicant will be required to submit the following documents:**

- Frontline Training Certificate of Completion
- Successful background check completed with ESPB (<https://www.nd.gov/espb/licensure/background-checks>)
- Copy of high school diploma, transcript, or GED certificate documenting high school completion – OR  
– Official college transcript showing completion of any credit earned