



# 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 \$99 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](https://www.nd.gov/espb/licensure/background-checks))
- Copy of High School Diploma or GED certificate - OR - Official college transcript with any credit earned