

Substitute Teacher Licensure in ND



www.nd.gov/espb

Minimum Requirements for Substitute License

- Official transcripts showing 48 semester hours of college education (72 quarter hours)
- Successful background check with ESPB

How to Apply for License

- www.nd.gov/espb
- Click on ND Teach Apply Online

How are we doing? Take our survey and let us know! Click [here](#)



ND TEACH LOGIN

Click here to access our online application site

[Link to ND Teach login](#)



PUBLIC LOOKUP

Click here to search for a ND teacher's license information

[Public Lookup](#)



TEACHER SUPPORT SYSTEM

Click here for information on supports for new teachers

[Teacher Support](#)

How to Apply for License Cont.

- www.nd.gov/espb
- Submit your online application for the Interim Substitute Teaching license
- Do NOT submit a permit application.
- Get official transcripts to ESPB
- Paper applications are available if you call 701-328-9641.

← 0/0 Summary → Select Application Type

Select Application Type

This wizard will walk you through a series of questions to help determine the type of application. Click on the answer for each question. Once the application type is determined, you will be taken to the application page.

Choose from one of the following options:

- Initial Educator's License - This includes: substitute licenses, teaching licenses, alternative teaching licenses and all other licenses.
- Teaching Permit - A teaching permit is to address documented shortage areas only. The applicant must have a teaching permit in another state. The applicant must have a minimum of four years of full-time teaching experience in the subject area for which the applicant is applying for a license. The applicant must have the subject area for which the applicant is applying for a license documented to the Education and Practices Board.

Fingerprinting

Print Fingerprint Instructions from ESPB Website

- <https://www.nd.gov/espb/sites/www/files/documents/Complete-Fingerprinting-Instructions-1-16-20.pdf>
- Pages 3 and 4 need to be completed and returned to ESPB with your cards and a money order or cashier's check for \$44.50.
- ND uses ink fingerprints. If you are not in ND and need us to mail you fingerprint cards, please call us at 701-328-9641.

Substitute License Fees

- One Time ESPB Application Fee \$30.00
(paid on-line)
 - Fingerprinting Fee \$44.50
(paid with money order or cashier's check)
 - Substitute License for two years \$85.00
(paid on-line)
- \$159.50

Substitute License Restrictions

- You may not sign a teaching contract or be the Teacher of Record while on a substitute teaching license.
- If you have not earned a bachelor's degree, you will be limited to 30 consecutive days in the same classroom.

Substitute License Timelines

- Once ESPB gets your fingerprint cards, background check forms, and money order/cashier's check, it takes approximately 3-4 weeks to get results back.
- You will get an email when your background check results have been entered.
- Once your application status moves to "approval" it generally takes a couple days for the license to be issued.
- You'll get another email when the license is issued and instructions on how to print your license.
- Then you'll need to contact the district(s) where you'd like to substitute teach and follow their procedures to get signed up to substitute teach.

Had a teaching license in ND that expired?

- If your teaching license expired more than 5 years ago, you can apply for a Re-Entry license with just a new background check
- Or you could apply for a substitute teaching license with a new background check. All teaching content is removed from the teaching license when moving to a sub license.

Alternate Access License

- Have a bachelor's degree in a content area you want to teach?
- If a school needs a teacher in your content area and they can't find a fully qualified applicant, they could request this license for you.
- You could have up to three years to complete education coursework.

Questions?

Call or email ESPB

- 701-328-9641
- espbinfo@nd.gov
- We thank you for your interest in teaching in North Dakota!