

Short Call Substitute Teaching License Guidance

PELSB offers a short call substitute teaching license that allows substitute teachers to teach up to 15 consecutive days per teaching assignment. The short call substitute license is valid for three years and no longer requires a job offer from a Minnesota public school to apply. Please note, any current tiered licensure teacher may use their teaching license as a short call substitute license without needing to apply for the short call substitute license.

To qualify for a substitute license, a candidate must meet one of the following:

- Hold a bachelor's degree (or U.S equivalent as verified by a foreign evaluation) in any field, as verified by an official transcript
- Be enrolled in a teacher preparation program and have successfully completed student teaching with a final grade reflected on the candidate's official transcript
- For candidates in [career and technical education \(CTE\) fields or career pathways](#), have one of the following:
 - 5 years of relevant work experience aligned to a CTE licensure area
 - Hold an associate's degree aligned to a CTE licensure area, as verified by official transcript
 - Hold a board approved professional certification aligned to a CTE licensure area

Candidates who have never applied or held a file folder number with PELSB can apply for a short call substitute teaching license using the [online licensure system](#). The application system will collect basic demographic information and allow candidates to pay for their application. In addition to the online application, candidates must mail to PELSB a completed fingerprint card (request for the card is available through the online system) and official transcripts.

Candidates who have previously held licensure with PELSB can renew their license for a short call substitute license using the [renewal licensure system](#). Typically, no other information needs to be mailed to PELSB to complete the renewal process.

If a teacher has retired from teaching and is collecting an annuity, they may be eligible for a lifetime short call substitute teaching license. More information and the qualifications for licensure can be found on the [Lifetime Short Call Substitute Teaching Application](#).

If you have any questions about the short call substitute license, please email pelsb@state.mn.us or call 651-539-4200 Tuesday-Thursday from 9am-12pm.