

## 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, or
- Be enrolled in a teacher preparation program and have successfully completed student teaching with a final grade reflected on the candidate's official transcript, or
- 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 a bachelor's degree and 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.

Only short-call substitute candidates that are using the CTE requirements or those that are enrolled in a teacher preparation program and have successfully completed student teaching with a final grade reflected on the candidate's official transcript, but do not have the degree awarded should use the paper Three Year Short-call Substitute License [Application](#).

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 licenses, please email [pelsb@state.mn.us](mailto:pelsb@state.mn.us) or call 651-539-4200 Tuesday-Thursday from 9am-12pm.