



www.lsc.ohio.gov

OHIO LEGISLATIVE SERVICE COMMISSION

Wendy Zhan, Director

Office of Research
and Drafting

Legislative Budget
Office

Substitute licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
Ohio ¹	Substitute license	Yes	Postsecondary degree, but not required for a substitute for career-technical education classes if the individual holds a career-technical workforce development license	None	No	No, except 6 semester hours for substitute licenses for intervention specialist or early childhood intervention specialist long-term substitute teaching license	\$25 (for a 1-year license) or \$125 (for a 5-year license)	1 year or 5 years	Not specified
Indiana ²	Substitute teacher permit	Yes	A high school diploma or high school equivalency certificate; Be 18 years or older, Meet the requirements set for in the screening process of the school employer	None	No	No	\$16.32	Indiana Administrative Code provides that a substitute permit is a renewable 3-year license	\$16.32

¹ R.C. 3319.226, 3319.229(F), 3319.29, and 3319.51(A); Ohio Administrative Code 3301-23-44(D); fees available at <http://education.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Complete-List-of-Applications>.

² Burns Ind. Code Ann. § 20-28-2-6 (authority), 511 IAC 16-4-3, 511 IAC 16-4-4, 511 IAC 16-4-5. See also <https://www.doe.in.gov/licensing/substitute-permits>.

Substitute licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			Any holder of a valid Indiana practitioner license, emergency permit, visiting teacher permit, adjunct teacher permit, reciprocal permit, or transition to teaching permit may serve as a substitute teacher					but the Indiana Department of Education website says it is a nonrenewable license	
Kentucky ³	Certificate for Substitute Teaching ⁴	Yes	Either a valid statement of eligibility for a Kentucky teaching certificate or a Kentucky certificate for classroom teaching for which a teacher prep program and a bachelor's degree were required	No	No additional exams other than those required for a teaching certificate ⁵	No	\$15	5 years	\$15

³ Certification fees for all certificates: 16 Kentucky Administrative Regulations (K.A.R.) 4:040; Kentucky Teacher Internship Program 16 KAR 7:010.

⁴ 16 K.A.R. 2:010 and 2:030.

⁵ 16 K.A.R. 2:010.

Substitute licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	Emergency substitute teaching certificate ⁶	Yes	Completion of at least 64 semester hours at an institution of higher education with minimum GPA requirements	No	No	No	\$85	School year for which the license was issued	N/A
	Emergency substitute teaching certificate for career and technical education ⁷	Yes	A high school diploma or equivalent	At least 4 years of occupational experience in the area to be taught	No	No	\$85	School year for which the license was issued	N/A
Michigan	Full-year substitute permit ⁸	Yes	Completion of at least 60 semester hours of college credit or an associate degree	N/A	Yes, under some circumstances	For first renewal, a minimum of 1 formal hour of observation leading to a comprehensive evaluation rating of effective or highly effective and must be enrolled in an approved teacher preparation program	\$45	Until the end of the school year for which the permit is issued	N/A

⁶ Kentucky Revised Statutes (K.R.S) 161.100; 16 K.A.R. 2:120(7)(b).

⁷ K.R.S. 161.100; 16 K.A.R. 2:120(7)(c).

⁸ Michigan Compiled Law (M.C.L.) 380.1538 and 390.1233 and Michigan Administrative Code (M.A.C.) R 390.1141 and 390.1142.

Substitute licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
						<p>that leads to an initial teaching certificate or an additional endorsement on an existing teaching certificate</p> <p>For a second and third renewal, a minimum of 6 additional satisfactory college semester credit hours in the approved program and must have had a minimum of 1 formal hour of observation leading to a comprehensive evaluation rating of effective or highly effective</p>			

Substitute licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	Full-year substitute permit (shortage) ⁹	Yes	*See note A professional or advanced professional teaching certificate, but does not hold an appropriate endorsement or grade level authorization; Completion of an academic major, or obtained a passing score on an appropriate examination, in a discipline area identified by the Superintendent of Public Instruction	N/A	Yes, for core academic disciplines if no major in the subject	For a renewal, 1 formal observation leading to a comprehensive evaluation rating of effective or highly effective in the permitted discipline area and assignment during the validity of the shortage full-year substitute permit	\$45	Until the end of the school year for which the permit is issued	N/A
	Daily substitute permit ¹⁰	Yes	Completion of at least 60 semester hours of college credit or an associate degree	No	No	N/A	\$45	Until the end of the school year for which the permit is issued	N/A

⁹ M.C.L. 380.1538 and 390.1233 and M.A.C. R 390.1141 and 390.1142(3).

¹⁰ M.C.L. 380.1538 and 390.1233 and M.A.C. R 390.1141 and 390.1143. Michigan Department of Education guidance: https://www.michigan.gov/documents/mde/Permit_Overview_529841_7.pdf.

Substitute licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	Expert substitute permit – core academic discipline ¹¹	Yes	*See note A bachelor’s degree or higher from a regionally accredited college or university; Either (1) an academic major in the discipline area of the assignment or a related discipline as determined by the Superintendent of Public Instruction; or (2) a passing score on an appropriate available discipline area examination approved by the Superintendent of Public Instruction	Documented expertise in the area of the assignment and at least 5 years of successful work experience in the area of the assignment or a similar area	Yes, under certain circumstances (see Education column)	One formal observation leading to a comprehensive evaluation rating of effective or highly effective in the permitted discipline area and assignment	\$45	Until the end of the school year for which the permit is issued	N/A
	Expert substitute permit – world language ¹²	Yes	*See note A bachelors’ degree or higher from a regionally accredited college or university or equivalent;	No	Yes	One formal observation leading to a comprehensive evaluation rating of effective or highly effective in the	\$45	Until the end of the school year in which the permit is issued	N/A

¹¹ M.C.L. 380.1538 and 390.1233 and M.A.C. R 390.1141 and 390.1145. Michigan Department of Education guidance: https://www.michigan.gov/documents/mde/Permit_Overview_529841_7.pdf.

¹² M.C.L. 380.1538 and 390.1233 and M.A.C. R 390.1141 and 390.1145. Michigan Department of Education guidance: https://www.michigan.gov/documents/mde/Permit_Overview_529841_7.pdf.

Substitute licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			Oral proficiency by passing an oral exam approved by the Superintendent of Public Instruction; and Written language proficiency by passing a written examination, if available, approved by the Superintendent of Public Instruction			permitted discipline area and assignment			
	Expert substitute permit – noncore academic discipline ¹³	Yes	*See note Either (1) a corresponding business or industry license and has completed at least 60 semester hours of college credit or has an associate degree from a regionally or nationally accredited college or university; or (2) a bachelor’s degree or higher from a regionally or nationally accredited college or university	Individual has a documented expertise in the area of the assignment and at least 5 years of successful work experience in the area of the assignment or a similar area	No	One formal observation leading to a comprehensive evaluation rating of effective or highly effective in the permitted discipline area and assignment; and A valid business of industry license, unless the individual holds a bachelor’s degree or higher	\$45	Until the end of the school year for which the permit is issued	N/A

¹³ M.C.L. 380.1538 and 390.1233 and M.A.C. R 390.1141 and 390.1145. Michigan Department of Education guidance: https://www.michigan.gov/documents/mde/Permit_Overview_529841_7.pdf.

Substitute licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
Pennsylvania ¹⁴	Emergency permit – type 01 (vacant position with an educational obligation to pursue certification)	Yes	Bachelor’s degree Enrollment in a state-approved teacher certification program in the subject area(s) of the requested permit	If for a school nurse or dental hygienist, a current and valid Pennsylvania professional license	No	Completion of credits in the teacher certification program For the first reissuance of the permit, credit requirements are based on the date the permit was initially issued, as follows: (1) August 1 to November 30 – 6 program credits, (2) December 1 to March 31 – 3 program credits, or (3) April 1 to July 31 – proof of program enrollment For the second reissuance and all subsequent reissuances of the	\$100	*See note	Not specified

¹⁴ 24 P.S. § 12-1201.1, 12-1214, 12-1215; 22 Pa. Code §§ 49.31, 49.32, 49.33, 49.34; emergency permit information available at <https://www.education.pa.gov/Educators/Certification/Staffing%20Guidelines/Pages/CSPG13.aspx>, <https://www.education.pa.gov/Educators/Certification/CertFAQs/Pages/EmergencyPermits.aspx>, and <https://www.education.pa.gov/Educators/Certification/Staffing%20Guidelines/Pages/CSPG14.aspx>; fees available at <https://www.education.pa.gov/Educators/Certification/FeesForms/Pages/Application-Fees.aspx>.

Substitute licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
						permit, 9 program credits *See note			
	Emergency permit – type 02 (Act 97 waiver of certification)	Yes	Bachelor’s degree 12 semester hours in the area for which the waiver is requested	If for a school nurse or dental hygienist, a current and valid Pennsylvania professional license	No	N/A	Not specified	1 year	Not specified
	Emergency permit – type 04 (long-term substitute)	Yes	Bachelor’s degree	If for a school nurse or dental hygienist, a current and valid Pennsylvania professional license	No	N/A	\$100	*See note	Not specified
	Emergency permit – type 06 (day-to-day substitute)	Yes	Bachelor’s degree	If for a school nurse or dental hygienist, a current and valid Pennsylvania professional license	No	N/A	\$5	*See note	Not specified

Substitute licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	Emergency permit – type 08 (teacher exchange/cultural exchange)	Yes	Bachelor’s degree or its equivalent Participation in a teacher/cultural exchange through a U.S. Department of State designated teacher exchange program sponsor	Certified to teach in another country If for a school nurse or dental hygienist, a current and valid Pennsylvania professional license	No	N/A	\$100	*See note	Not specified
	Exceptional case permit	Yes	No	No	No	No	Not specified	Not specified	Not specified
	Substitute teaching permit for prospective teachers	Yes	Current enrollment in a teacher preparation program in a Pennsylvania college or university and accredited by a regional accrediting agency recognized by the United States Department of Education Completion of at least 60 semester hours or the equivalent of courses at a Pennsylvania college or university and accredited by a regional accrediting agency	No	No	Completion of an additional fifteen credit hours or equivalent from a Pennsylvania college or university and accredited by a regional accrediting agency Continued enrollment in a Pennsylvania college or university and accredited by a regional accrediting agency	Not specified	1 year	Not specified

Substitute licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	Temporary substitute teacher certificate (locally issued)	Yes	Approved teacher preparation program Completion of all of the requirements for the awarding of a bachelor's degree on a date certain	No	Completion of the certification testing requirements	No	Not specified	*See note	Not specified
	Day-to-day substitute permit (locally issued)	Yes	Pennsylvania certificate or its equivalent from another state	No	No	No	\$5	3 years (consecutive)	N/A
West Virginia	Initial Short-Term Substitute Permit for teaching, support, and administrative personnel ¹⁵	Yes	Bachelor's degree from an accredited institution of higher education with a minimum 2.0 GPA 18 clock hours of training authorized by the county board of education or e-Learning through the West Virginia Department of Education (WVDE) that includes classroom management, state and local policies, state approved content standards, and an overview of school law to include reporting	No	No	Completion of 12 clock hours of in-service training provided/authorized by the county board of education or offered through the WVDE to at least include classroom management and teaching strategies; or Completion of 6 semester hours of coursework from an	*See note regarding initial licensure fees, fees range from \$35-\$50	A short-term substitute is for a position of 30 days or fewer, however, this permit is valid for 3 school years and expires on June 30 of the last year of its validity	*See note

¹⁵ West Virginia Board of Education Policy 5202 Section 11.7.a.1: <http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=52986&Format=PDF>.

Substitute licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			requirements for suspected child abuse, which must include no more than 6 hours of classroom observation completed no more than 1 year prior to the date of application			accredited institution of higher education related to public school programming			
	Restricted Short-Term Substitute Permit ¹⁶	Yes	*See note A minimum of an Associate's degree with a 2.0 GPA and is at least 21 years of age (other education requirements the same as for initial temporary permit)	No	No	Continuing education requirements for renewal the same as for initial temporary licensure	*See note regarding initial licensure fees, fees range from \$35-\$50	Valid for 1 school year, expires on June 30 may be renewed	*See note
	Long Term Substitute Teaching Permit for teaching, support, & administrative personnel ¹⁷	Yes	A minimum of a bachelor's degree from an accredited institution of higher education with a minimum 2.0 GPA, a minimum of a Nursing Diploma/a valid WV RN license when applicable (further exceptions for school nurse applicants), and	An applicant that holds an expired WV Professional Certificate or a valid or expired Out-of-state Professional Teaching Student Support, or Administrative	No	Completion of 12 clock hours of in-service training provided or authorized by the county board of education or offered through the WVDE to at least include classroom	*See note regarding initial licensure fees, fees range from \$35-\$50	A long-term substitute is a position of more than 30 days and is valid for 3 school years and expires on June 30 of the	*See note

¹⁶ West Virginia Board of Education Policy 5202 Section 11.7.h: <http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=52986&Format=PDF>.

¹⁷ West Virginia Board of Education Policy 5202 Section 11.7.c: <http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=52986&Format=PDF>.

Substitute licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			18 clock hours of training authorized by the county board of education or e-Learning through the WVDE that includes classroom management, state and local policies, state approved content standards, and an overview of school law to include reporting requirements for suspected child abuse, that include no more than 6 hours of classroom observation completed no more than 1 year prior to the date of application If applying for an elementary endorsement training must include teaching reading and literacy	Certificate endorsed for the specialization for which the long-term substitute permit is requested that applicant may use that expired licensure only one time to obtain this permit, provided that the original certificate has not been expired for more than 5 years		management and teaching strategies; or Completion of 6 semester hours of coursework from an accredited institution of higher education related to public school programming		last year of its validity	
	Initial Substitute Career Technical Education Permit ¹⁸	Yes	High school diploma or a state-approved equivalency. Additional education required dependent upon subject area ¹⁹	Additional verification of prior or current work experience may be required	Content specific exams required dependent upon subject being taught	12 clock hours of in-service training provided or authorized by the employing county,	*See note regarding initial licensure fees, fees	Valid for 3 school years, expires on June 30 of	*See note

¹⁸ West Virginia Board of Education Policy 5202 Section 11.7.f: <http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=52986&Format=PDF>.

¹⁹ West Virginia Career and Technical Education Endorsement and Testing Manual: <https://wvde.us/wp-content/uploads/2019/04/CTE-Endorsement-and-Testing-Manual-Effective-20190411.pdf>.

Substitute licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			<p>18 clock hours of training authorized by the county board of education that includes classroom management, state and local policies, instructional goals and objectives, and an overview of school law to include reporting requirements for suspected child abuse, that may include no more than 6 hours of classroom observation completed no more than 1 year prior to the date of application</p> <p>Proof of any required industry recognized credential dependent upon subject area being taught</p>	<p>dependent upon the subject area being taught</p> <p>An applicant who holds a valid WV professional certificate may be granted a substitute CTE permit without completing the initial 18 clock hour training requirements</p>		<p>and includes classroom management and teaching strategies; or</p> <p>A substitute renewal e-Learning course; or</p> <p>6 semester hours from an accredited institution of higher education related to public school programming; and</p> <p>A valid industry recognized credential</p>	range from \$35-\$50	the last year of its validity	

***NOTES**

Ohio – A substitute license is valid for (1) an unlimited number of school days if the license holder has a post-secondary degree in either education or a subject area directly related to the subject of the class the license holder will teach or (2) one full semester if the license holder has a post-secondary degree in a subject area that is not directly related to the subject of the class that the license holder will teach.

Applicants who hold a postsecondary degree in education are issued a substitute teaching license valid for teaching in all subject areas and teaching fields. Applicants who hold a postsecondary degree in a subject area that aligns with a teaching field as determined by the Ohio Department of Education and aligns with the applicant's postsecondary degree are issued a license in that teaching field. Applicants who hold a postsecondary degree in a subject area that is unrelated to any teaching field are issued a substitute license with a nondesignated teaching field.

Indiana – School districts may only substitute when licensed teachers are not available.

Kentucky – The Education Professional Standards Board (EPSB) issues a statement of eligibility to teacher candidates who have (1) successfully completed a traditional initial preparation program that resulted in a B.A. or higher and who earns a passing score on all assessments required for certification as prescribed by the EPSB.

Michigan – For full-year substitute (shortage), expert substitute – core academic discipline, expert substitute – world language, and expert substitute – noncore academic discipline permits, the assignment must not exceed 1/2 of a full-time equivalency teaching position, defined in accordance with a local collective bargaining agreement.

Pennsylvania – Emergency permits type 01, 04, 06, and 08 expire upon the termination of any summer school conducted in the summer following the date the permit is issued.

An emergency permit – type 01 (vacant position with an educational obligation to pursue certification) may be reissued one time after the teacher certification program is completed for testing purposes if the test(s) has been attempted in the previous year.

An emergency permit – type 02 (Act 97 waiver of certification) may be requested by a public school for an individual facing furlough, or who has already been furloughed or demoted by that entity, so that an individual may work in areas in which the individual is not certified for one calendar year. As a condition of holding the permit, the permit individual must agree to complete an approved teacher preparation program to meet the requirements for certification in the new subject area(s). An emergency permit – type 01 may be issued if the individual is needed in subsequent school years and met the educational obligation of the emergency permit – type 01.

An emergency permit – type 04 (long-term substitute) may be reissued one time in the same subject area.

An emergency permit – type 08 (teacher exchange/cultural exchange) may be issued a total of three times.

An exceptional case permit is issued by the Pennsylvania Department of Education to an individual at the request of a public school entity upon receiving evidence of exceptional conditions requiring Department resolution of the staffing problem.

A locally issued temporary substitute teacher certificate is issued by a public school entity. It may only be used for day-to-day assignments and expires upon the termination of any summer school conducted in the summer following the date the certificate is issued or upon the individual's receipt of an instructional I certification.

A locally issued day-to-day substitute permit is issued by the chief school administrator of a public school entity if an appropriate certified individual is not able to fill the substitute position. The individual for whom the permit is sought must consent to an assignment outside of the area of the individual's certification. The permit is valid for 20 cumulative days of service in each certificate area. If renewal is necessary, the chief school administrator may request, within 30 days of the individual's last day of service, issuance of an emergency, long-term, or day-to-day substitute permit or an exceptional case permit by the Pennsylvania Department of Education.

West Virginia – In the case of a severe shortage of educators or substitute teachers, a superintendent may request a waiver of requirements for substitute certification to require only that an applicant complete 18 clock hours of training to be completed prior to issuance of the Substitute Permit.²⁰

All applicants seeking an initial licensure or certificate are responsible for paying fees associated with state and federal criminal history background checks²¹ and other fees for application processing. For a full list of fees please see the following link: <https://wvde.state.wv.us/certification/forms/ProcessingFees.html>.

Renewal fees, if any, are determined by the State Board of Education.²²

A restricted short-term substitute permit is only granted to an individual who is temporarily replacing an educator in a county in which the State Superintendent has approved a substitute shortage waiver.

²⁰ West Virginia Board of Education Policy 5202 Section 14.2: <http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=52986&Format=PDF>.

²¹ West Virginia Code 18A-3-10.

²² West Virginia Code 18A-3-7.