Become an Emergency Substitute Teacher

If you have an interest in teaching and hold a bachelor’s degree in any subject area you may be eligible for an Emergency Teaching Certificate. The Emergency Substitute Certificate enables someone who is not fully qualified for a regular teaching certificate to serve as a substitute teacher, provided the school has exhausted or will exhaust its list of qualified substitutes. The certificate is valid for up to 3 years.

Emergency substitute teaching certificates are issued through OSPI (Office of Superintendent of Public Instruction).

What you will need to do:

1) Complete the Cascade School District Emergency Substitute Teacher application. Be sure to upload your unofficial transcripts. Go to: https://www.cascadesd.org/Page/1798

2) Create an E-Certification profile on the OSPI website and initiate an application for the type of certificate you are applying for. You will need to complete this before a request can be made for you to be an Emergency Substitute for Cascade. Go to http://www.k12.wa.us/Certification/e-Cert/default.aspx

3) Schedule an appointment to have your fingerprints taken at the NCESD in Wenatchee. Use this link to their online scheduler: http://www.ncesd.org/service/fingerprinting-services/

4) Once your Cascade application has been reviewed and accepted you will receive an email outlining the next steps to take to complete the CSD employment paperwork.

5) Once the OSPI office matches your profile, fingerprints and the district request they will begin the certification process. This can take 4-6 weeks. Once approved you will receive a notice from OSPI that you can login to complete the application and pay the certificate fee of $49.00. If you are subbing for other districts you will want to list all the districts at this time.

6) Once OSPI notifies you that your certificate is complete please let the district know. Contact msmith@cascadesd.org