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 account/profile on the OSPI website and initiate an Emergency Substitute Certificate in the My Applications tab. Go to:
https://www.k12.wa.us/certification-teacher-0/emergency-substitute-certification-state-applicants

Contact the Cascade HR department at 548-5885 when you have created an account so the district can request your Emergency Certificate on the OSPI site.

When you log back into your OSPI profile you will have a few more steps to take to complete your application, including payment of the application fee. The certificate process can take 4-6 weeks.

Note: If you are subbing for other districts you will want to include these districts at this time

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) You will receive an email from Cascade outlining the next steps to take to complete the CSD employment paperwork.

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