



## *Have a Bachelor's degree?*

Follow the below steps to obtain a **short-call substitute teaching license** and become a substitute teacher for **Annandale Public Schools**.

Substitute teaching in our school district for a minimum of 45 days qualifies you for reimbursement in the amount of the application fee.

To apply and pay online for a three-year short-call substitute teaching license, please follow these steps:

- [Click here](#) to start your short-call substitute teaching license application via the Professional Educators Licensing and Standards Board (PELSB) through the Google option.
- Complete a Minnesota Fingerprint Card (this can be requested through the online application). Detailed instructions as well as a list of fingerprinting locations will be included with a card which will be mailed to you.
- Obtain sealed official transcripts, verifying a U.S. bachelor's degree.
  - Please have college/university send the official (sealed) transcripts directly to YOU. Upon receipt of the sealed official transcripts, you would include them (do not break the seal) with the rest of your application materials for licensure.
  - If a degree was obtained outside the U.S., an equivalent will be required via NACES approved evaluation report. [Click here](#) for NACES website.

Although it is not required, if you are seeking training specific to substitute teaching, Resource Training and Solutions out of St. Cloud, offers substitute teaching training which include, in-person and self paced courses. Go to <https://www.resourcecoop-mn.gov/>, click the magnifying glass in the upper right corner, type "Substitute Teacher" in the search field. Available training options will populate.

For questions and more information on becoming a substitute teacher for Annandale Public Schools, please contact Kacy Muldoon, Director of Human Resources at [kmuldoon@isd876.org](mailto:kmuldoon@isd876.org) or (320) 274-0622.