

Modified Emergency Substitute License Extended through 6/30/2025

License Limitations:

- License is non-transferable, limited to the local school district listed on the license.
 - Can apply for multiple districts if each district submits an expanded emergency substitute qualification form.
 - Only one \$60.00 application fee is required if an educator applies to multiple districts.
- Individual may serve **no more than 25 consecutive days in the same assignment.**
- Individual may substitute **up to 75 school days each semester in one school district.**

Application Process:

An individual may temporarily qualify for an emergency substitute license with the following:

- High school diploma.

and

- Completion of Greenbush's Emergency Substitute Training Modules (*training may be completed now* *).

and

- Verification of hire from a local school district.
- Application and \$60 processing fee.
- Fingerprint background check and \$50 fee.

*Click here to register and complete the Greenbush Emergency Substitute Training Modules:
plus.greenbush.org.

Expanded Emergency Substitute Application Instruction:

To apply for the emergency substitute license based on completion of the Greenbush Training Modules, complete the following:

- Complete the Greenbush Emergency Substitute Training Modules.
 - The Greenbush training modules include a step-by-step video that details how to submit the application. [HERE](#) is a link to the video.
- Submit the **Form 8** application via the Kansas Licensure Application System. Here is a link to the application system [User Login for KSDE Web Applications](#).
- Within the **"Education Information"** Section of **Form 8**, select the following:
 - State: **"KS"**
 - Name of College/University: **"Greenbush – Modified Emergency Substitute"**
 - Degree Earned: **"No"**
 - Transcript Delivery Method: **"Upload Transcript"**
- Upload the Greenbush Certificate of Completion to the application.
- Submit payment.
- Contact the hiring district to complete the **Expanded Emergency Substitute Qualification Form**

Expanded Emergency Substitute Application Local School District Instructions:

- Complete the **Expanded Emergency Substitute Qualification Form** for hired applicants.
- Submit the completed form to experienceform@ksde.org.