

## Hiring Process for Applicants that want to Be a Substitute Teacher and **DO NOT** Have a Teacher License or an Educational Degree

The Restricted Substitute Teaching License permits a qualified individual to teach in a pre-kindergarten through grade 12 Oregon public school district, education service districts, and charter school assignments to replace/substitute for a teacher who is temporarily unable to work.

The information below is for obtaining your license thru Teacher Standards and Practices Commission (TSPC). These need to be TAKEN THROUGH THEM, *not* Douglas ESD. Before you pay your fee, PLEASE MAKE SURE YOU CAN MEET THE MINIMUM QUALIFICATIONS for the Restricted Substitute Teacher License. The Restricted Substitute Teaching License is issued to qualified individuals **who hold a bachelor's degree from an accredited institution, but have not completed a teacher preparation program.**

Here is a detailed, step-by-step checklist of your responsibilities to become a **Restricted Substitute Teacher** and be hired by Douglas ESD:

- Verify degree is from a regionally accredited college/university** with the US Department of Education: <https://www.ed.gov/> (scroll to the bottom right, under "How Do I Find...?" And select "College accreditation"
- Complete an employment application with Douglas ESD.** Go to the ESD website and **apply for the Substitute Teacher - Licensed thru AppliTrack** It is JobID 461. If you have not applied before with Frontline Recruiting and Hiring, you will need to create an account. NOTE: *There is no need to upload transcripts or resume with your employment application. You do not need to wait until you receive fingerprints results to complete the employment application.*
- Apply for Educator License or Registration**, using the online e-licensing system: [http://www.oregon.gov/tspc/Pages/Forms\\_and\\_Instruct.aspx](http://www.oregon.gov/tspc/Pages/Forms_and_Instruct.aspx). For any eLicensing issues, you can email: [online.tspc@oregon.gov](mailto:online.tspc@oregon.gov) or call: (503) 378-3586. For GeneralQuestions/Attachments: [contact.tspc@oregon.gov](mailto:contact.tspc@oregon.gov) Customer Service Hours: 7:30 AM – 11:00 AM and 3:00 PM - 5:00 PM
- Pay a total of \$253** (\$303 if evaluation is out-of-state degree) with your TSPC Application. Here is the breakdown of the non-refundable processing cost:
  - \$182 for license evaluation (\$232 for Out of State Evaluation)
  - \$61 for fingerprints/background clearance
  - \$10 Portal fee
- TSPC will email you a confirmation that you applied and paid your fees. **Please forward that confirmation email** to Sub Services at: [Connie.Rosas@douglasesd.k12.or.us](mailto:Connie.Rosas@douglasesd.k12.or.us)
- Complete fingerprint/background clearance thru Fieldprint Fingerprinting.** NOTE: Once you submit your license application with TSPC. **THEY WILL PROVIDE A CODE FOR YOU for your form with Fieldprint.** *Instructions/directions/steps for obtaining fingerprint/background clearance is on the TSPC website:* <http://www.oregon.gov/TSPC/Pages/fingerprinting.aspx>. For Fingerprinting and Background Check Questions, contact: [Finger.Printing@Oregon.gov](mailto:Finger.Printing@Oregon.gov).

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- After completing your fingerprints, send an email to [Connie.Rosas@douglasesd.k12.or.us](mailto:Connie.Rosas@douglasesd.k12.or.us) with your name and date fingerprints were taken or scheduled. Subject Line: *NAME, FINGERPRINTS TAKEN/SCHEDULED ON XX/XX/XX* and forward fingerprint confirmation email when you receive it.
- **Provide TSPC official, unopened transcripts** of colleges and/or universities that can verify your degree. Submit transcripts electronically to TSPC: [tspc.transcripts@oregon.gov](mailto:tspc.transcripts@oregon.gov) or mail to: TSPC, 250 Division St NE, Salem OR 97301. NOTE: You must have a bachelor's degree to be a teacher sub *or have it within 90 days of applying with TSPC.*
- **Take the ORELA exam.** TSPC requires a passing score report for the **ORELA "Protecting Student and Civil Rights in the Educational Environment" test.** The registration fee for this test is: **\$95.00** [http://www.orela.nesinc.com/TestView.aspx?f=HTML\\_FRAG/OR008\\_TestPage.html](http://www.orela.nesinc.com/TestView.aspx?f=HTML_FRAG/OR008_TestPage.html) NOTE: you will get your "unofficial" results when you complete the test; however, it will take about 2 weeks for your official results to be submitted to TSPC. NOTE: No one single applicant has failed it is not necessary to pay for the practice test. After you take your ORELA test, send Sub Services an email with your name and Subject Line: *ORELA TAKEN ON XX/XX/XX.*
- **Request Letter of Sponsorship with Sub Services** after the all above steps have been taken. Douglas ESD will submit a letter of sponsorship electronically (directly) to TSPC *if you are not being sponsored by a school.* Email Sub Services at: [Connie.Rosas@douglasesd.k12.or.us](mailto:Connie.Rosas@douglasesd.k12.or.us) with subject Line: *LETTER OF SPONSORSHIP REQUEST.* When you submit everything to TSPC, Sub Services will send the letter directly to TSPC. Provide Sub Services with your TSPC Account # and NAME *EXACTLY* as you applied with TSPC.
- You are required to attend **New Sub Orientation** at the Douglas ESD office. Sub Services will schedule you after you submit your employment application. Review the [Substitute Handbook](#) before orientation since it answers the majority of questions and provides important information.
- **Complete [Safe Schools Training](#),** sign off on Douglas ESD policy and agree to sub responsibilities. Sub Services will send you the login information once you complete your employment application and before orientation.
- **Potential subs with little or no school or classroom experience** are required to visit and *observe a classroom or work as an instructional assistance two times* before taking your first sub-teaching job. **You NEED TO WAIT until your background clears** to begin observations. Submit the [CLASSROOM OBSERVATION FORM](#) to sub services when completed. Send an email to sub services with your request stating which school you want to complete your observation with.
- **Provide Sub Services the contact information of your last employer.** Email preferred but phone number is acceptable if email is not available. If you have worked for a school district, please include in your employment application.

From start to finish, it could take approximately 2 to 4 months for your license to be issued. However, you do not need to have your license issued to begin working as a sub! Total cost is approximately \$400.00, which you can recuperate working two days.

### Questions? Contact:

Connie Rosas, *Substitute Services*  
(541) 957-4823

<https://douglasesd.k12.or.us/substitutes>

[Connie.Rosas@douglasesd.k12.or.us](mailto:Connie.Rosas@douglasesd.k12.or.us)