

SHORT CALL SUB LICENSE



How to obtain a two-year short call substitute teaching license (for bachelor's prepared applicant who have not completed a teacher preparation program with student teaching):

- Apply for a license by utilizing MDE's online licensing system.
(<https://w1.education.state.mn.us/CELApplication/>)

Submission of the following is required:

- Mailed PELSB fingerprint card. This can be requested through the online application.
- Processing fee of \$90.70 (online payment) with completed conduct review (online).
- Mailed completed and signed district verification form from each interested district (as applicable). Form can be printed from online application.

**** Note: Original must be mailed. Copied/scanned forms are not accepted.****

- Mailed official transcripts (sealed) from college/university verifying a U.S. bachelor's degree or master's degree conferral/granted date.

All mailed materials **MUST** be submitted in **ONE** complete packet.

Required for Warroad School District:

- Copy of Sub license
- Certified Application
(http://www.warroad.k12.mn.us/district/human_resources/job_opportunities)
- Background Check

Apply to:

Warroad Public Schools #690
% Trish Gausen - Administrative Assistant
510 Cedar Ave.
Warroad, MN 56763

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