



## How to Become a Short-Term Substitute Teacher

- 1) [Apply as a substitute teacher with the Shawano School District on WECAN](#). You will need a resume (it doesn't need to be fancy) to upload as part of your online application.
- 2) Email the Lead Substitute, Rosie Thiel, at [rthiel@shawanoschools.org](mailto:rthiel@shawanoschools.org) to notify her of your application. Rosie will conduct a brief phone interview and answer any questions. You can also contact her at (715) 853-8096 with questions ahead of completing your application as needed. Complete a background check form with Rosie.
- 3) [Secure a 3-year short-term substitute teaching license](#) from the state of Wisconsin. Skip this step if you already have the license or are an actively licensed teacher in Wisconsin. [Renew your license with the Wisconsin Dept. of Public Instruction \(DPI\)](#) if you have a sublicense but it is expired. [Click here for the checklist for obtaining a new license, or see below.](#)
  - Complete the necessary substitute teaching necessary training to obtain your license. [Here's an online, cost-effective option to complete the training.](#) You must complete the training assessment and get proof of completion at an 85% or higher to obtain your substitute teacher license.
  - After you have completed your online training, email the course certificate of completion to Jenny Thomas at [jthomas@shawanoschools.org](mailto:jthomas@shawanoschools.org) with the subject "Sub Teacher Training Verification." We will provide you with a PI-1633 form to submit to the state as required by DPI.
  - Completing the training: You will need your college transcripts and other documents handy to upload to complete this process.



- 4) Contact Jenny Thomas (715) 526-3194 ext. 8001 to get paperwork for the referral authorization forms for your pre-employment.
- 5) Meet with our Lead Substitute Teacher for a brief orientation either in person or virtually.
- 6) Start substitute teaching.

Thank you for helping the Shawano School District keep our kids in the classroom!