



General Information - Substitute License

An individual holding a valid Substitute License may serve as a substitute teacher in any Alabama public or nonpublic/private school. The Substitute License cannot be used as the basis for employing a full-time teacher.

REQUIREMENTS

An individual **CANNOT apply for this license. The employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school must apply for this license.**

A \$38.00 **nonrefundable** application fee. A transaction fee will be applied.

Background clearance based on a fingerprint review.

- For applicants seeking **initial certification, additional certification, or certificate renewal** to teach in Alabama, your criminal history background checks must have been completed by both the Alabama State Bureau of Investigation (ASBI) and the Federal Bureau of Investigation (FBI). You can check the status of your background checks and confirm whether you meet the state's suitability requirements for teaching at [Certificate Search](#).
- For Applicants who **have not** been cleared by both agencies through the Educator Certification Section of the Alabama State Department of Education (ALSDE), you will need to undergo fingerprinting for a criminal history background check. Details on how to complete the background review process can be found at [Alabama Achieves - Teacher Certification](#). If you have any questions about our criminal history background check process, you can contact us at (334) 694-4557 or bgr@alsde.edu.
- Applicants may verify receipt of their criminal history results at the ALSDE by visiting [Certificate Search](#). If your results are not located, or you have questions about your status, please allow 10 business days from the date of fingerprint submission before making an inquiry.

Verification of United States citizenship or lawful presence in the United States. The Systematic Alien Verification for Entitlements (SAVE) system will be used to verify lawful presence in the United States. Alabama certification will not be processed until documentation of United States citizenship or lawful presence has been confirmed by the Educator Certification Section. *Ala. Code § 31-13-(29)(c)(1)*

Graduation from high school or the completion of an Alabama State Department of Education-approved equivalent is required. A certificate of attendance will **not** meet this requirement.

Individuals are encouraged to read this document in its entirety to ensure requirements are met to apply. Visit your local employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school to make application.

The Alabama State Board of Education and the Alabama State Department of Education do not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The following person is responsible for handling inquiries regarding the non-discrimination policies: Title IX Coordinator, **Support Services**, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: supportservices@alsde.edu.