

## **Sub License Process**

**Are you interested in subbing in our district, but don't have an education degree?**

**If you have an Associate Degree or Bachelor Degree in an area other than education, and have a desire to become a substitute teacher please take the steps outlined below!**

1. Submit a Substitute Teacher Sponsorship Application, along with a letter of interest, resume, transcripts (to document your associate's or bachelor's degree) and a Letter of Recommendation to Teresa Reetz, District Office, 336 E. Hoover Ave Fall Creek, WI 54742.
2. You will be contacted to arrange an interview with the administration once you have taken these steps and your background check has been completed.
3. If you are selected for sponsorship, you will be required to complete the CESA 7 Substitute Teacher Preparatory Program. CESA 7's online program provides flexibility so that participants may complete the required coursework when it's most convenient. Through CESA 7, participants will receive access to the Master Teacher online learning platform to complete the Foundations of Effective Substitute Teacher Training courses. CESA 7 will also provide support and guidance with the Department of Public Instruction's application process for the Substitute Teacher License.
4. Submit your registration to CESA 7:  
<https://sites.google.com/cesa7.org/c7-tdc/virtual-sub-prep>
5. After program completion, apply for a DPI Substitute Teacher License.
6. Once you have obtained your WI Substitute Teacher License, send a copy of your license to the Fall Creek School District Office, Attn.: Teresa Reetz 336 E. Hoover Ave Fall Creek, WI 54742. You will then be added to the Substitute Teacher master list.
7. After subbing five (5) days in our district, you may submit your receipt for the Substitute Teacher Preparatory Program and we will reimburse your program registration fee.