

Become a Substitute Teacher in a Month

STEP 1 – Apply to UNK Admissions by November 12

- Graduate Admissions if you have a Bachelor's Degree, Non-Degree Seeking
- Undergraduate Admissions if you have 60 credit hours of college credit, Non-Degree Seeking

STEP 2 – Register for Online Courses – Courses Run Nov 16 through Dec 4

OPTION A: CENTRAL NEBRASKA SUBSTITUTE CONSORTIUM – Permit will allow you to apply and pay for one permit to substitute in 56 - ESU 9, 10, and 11 school systems.

1. TE 808P – Human Relations 1 credit hour
2. TE899 – Special Topics: Substitute Teaching 1 credit hour

OPTION B: INDIVIDUAL SCHOOL SYSTEMS(S) – Permit will allow you to substitute in one school system. You must apply and pay for a permit in each school system where you want to substitute teach.

1. TE 808P – Human Relations 1 credit hour
2. Free - Substitute Teaching: What You Should Know and Do. Takes 6 clock hours to complete.

STEP 3 - Apply for your Local Substitute Teaching Permit

STEP 4 – Contact schools to get on their substitute lists.

FAQs

What is the cost? TUITION: \$315 + FEES PER CREDIT HOUR FOR NEBRASKA RESIDENT

Who do I contact to begin the process? Contact Jane Blum blumjj@unk.edu for detailed instructions.

How long does this permit last? The Local Substitute Permit is good for 3 years.