

How to Become a Substitute Teacher in Westfield

The purpose of this document is to explain how to become a substitute teacher in the School District of Westfield. The process of becoming a substitute teacher involves completing the application process through the Wisconsin Department of Public Instruction, completing the substitute teacher training program through CESA 5, and applying for a substitute teacher position in the School District of Westfield. Please read each step carefully and complete all necessary forms.

Question: What are the qualifications for substitute teachers?

To work as a substitute teacher in Wisconsin, you must earn a permit from the state Department of Public Instruction. A three-year short-term substitute permit requires candidates to have an associate's degree from an accredited institution and to have completed an approved substitute teacher training program.

Question: What is the first step in obtaining a substitute teacher license?

Before you even begin the process of applying for a substitute license, you need to create a WAMS ID Account. The Web Access Management System (WAMS) is a user ID system managed by the State of Wisconsin. DPI uses WAMS IDs as the login for Educator Licensing Online (ELO). You need to create a WAMS Account in order to access Educator Licensing Online (ELO.)

The link for applying for a WAMS account: <https://on.wisconsin.gov/WAMS/SelfRegController>

Question: After I create my WAMS account, how do I apply for a substitute teacher license?

Earning a three-year short-term substitute permit is a multi-step process governed by the Wisconsin DPI. The process must be followed step by step in order to be successful. The process is listed below:

How to Apply for a Three-Year Short-Term Substitute License



1. Determine if you must submit fingerprints

- Use the [fingerprint decision tree](#) to determine if this step is needed. If you have determined that you need fingerprints, submit them electronically via our vendor Fieldprint by following the [Electronic Fingerprint Submission](#) directions.

2. Gather Documents

Scan all documentation into files (.pdf, .doc/docx, .jpg/jpeg, or .txt) that are 2MB or less in size

- Preview the [ELO Conduct & Competency Questions](#) to see if you will need to provide documentation of any alleged misconduct.

- Obtain [transcripts](#) documenting your degree
- Obtain evidence that you have successfully completed the district-selected substitute training. Acceptable documentation of successful completion can be shown through:
 - Certificate of completion from a DPI approved substitute training program, including date of completion
 - CESA 5's substitute training sessions: <https://sites.google.com/cesa5.org/substitute-teacher/home>
 - The cost of CESA's training program is \$130 OR
 - Confirmation letter of successful completion on district letterhead, including date of completion, that is signed by an authorized Administrator OR
 - [PI-1633](#) Substitute Teacher Training Verification Form
- You will eventually upload your documents (Conduct and Competency Questions, transcripts, certificate of DPI substitute training program, confirmation letter of successful completion, PI-1633 Substitute Teacher Training Verification Form) into your ELO account during the application process.

3. Log in to [Educator Licensing Online \(ELO\)](#) with your [WAMS ID](#)

- Within ELO, make sure you have answered the three [onboarding](#) questions.
- Find the APPLY FOR A NEW LICENSE section of the Quick Start Menu. From the drop-down menu, select the following choices (as seen in the screenshot below):

Apply for a License

Are you a recent graduate, have completed a new approved program, or passed a Wisconsin content test to add a teaching subject to your license? Thinking about moving to Wisconsin and becoming an educator? Apply for a license below.

1-Teacher Category	▼
S-Teacher - Short Term Substitute License [T910]	▼
Teacher: Request Short-term Substitute License [1910]	▼

Go!

- Choose "1-Teacher Category"
- Choose "S-Teacher - Short Term Substitute License [T910]"
- Choose "Teacher: Request Short-term Substitute License [1910]"
- Click the "GO!" button.
- Complete each page of the application as instructed. Review your Application Summary and edit information if necessary OR click the "SUBMIT" button to submit your application.

4. Receive Email Confirmation

5. Complete Application on ELO

- Click the GO! button next to "Submit C&C and Payment to Complete Application."

- Review your fees.
- Complete the Conduct and Competency Questionnaire (14 questions).
- Pay with a credit card or pre-paid card. For fee amounts and additional payment information please see [License Application Fees](#).
 - *The three-year short-term substitute teacher license application fee is \$125.*

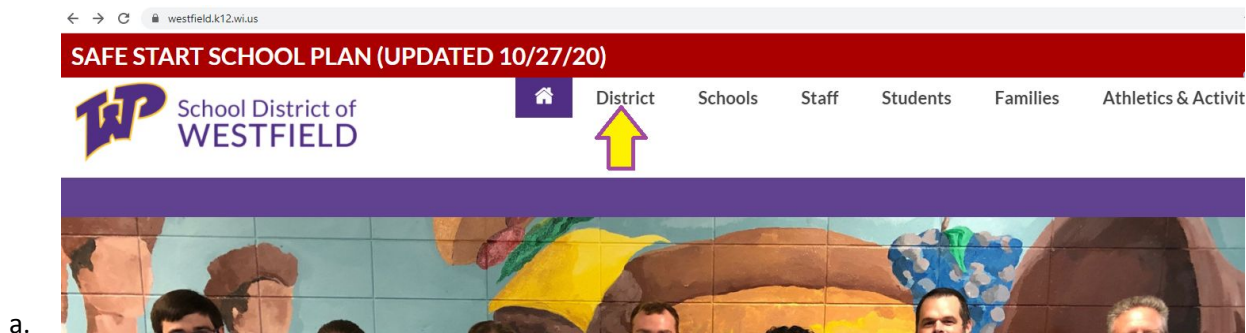
6. Processing Times

- DPI's processing times vary throughout the year. For current processing times see [Check Application Status](#).
 - *The review process for licensure decisions often takes 6-8 weeks from the time the paid application is received.*

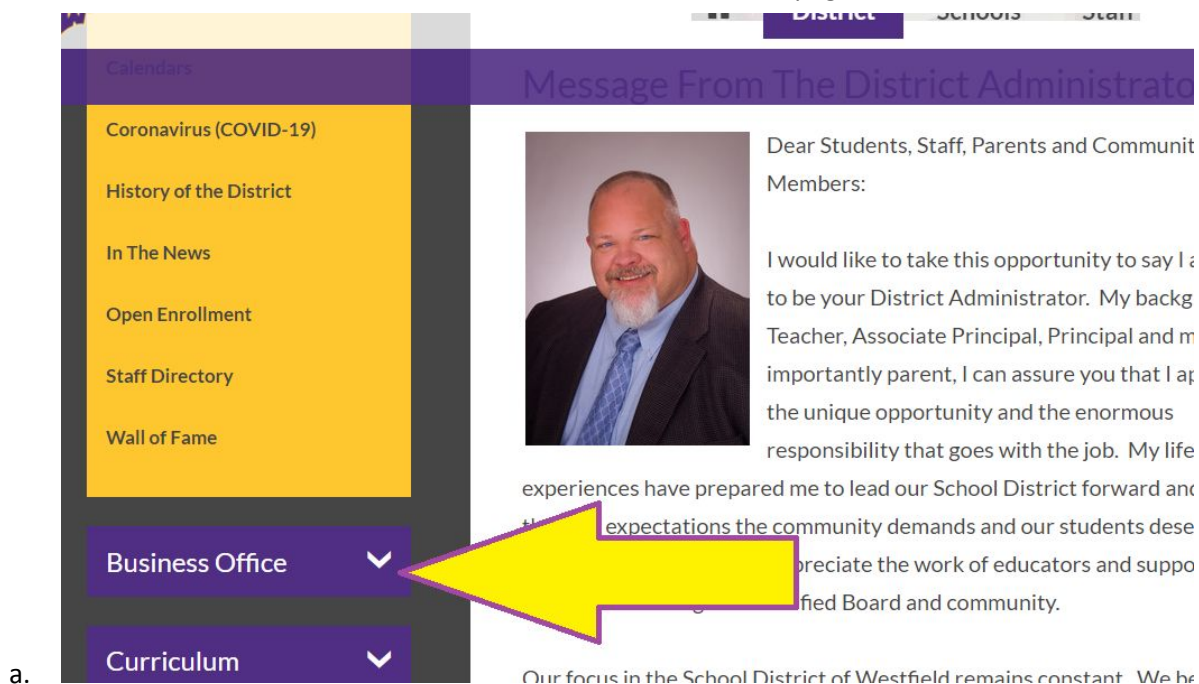
Question: After I have obtained my substitute teacher license, how do I apply to become a substitute teacher in the School District of Westfield?

The process for applying to be a substitute teacher in the School District of Westfield is listed below:

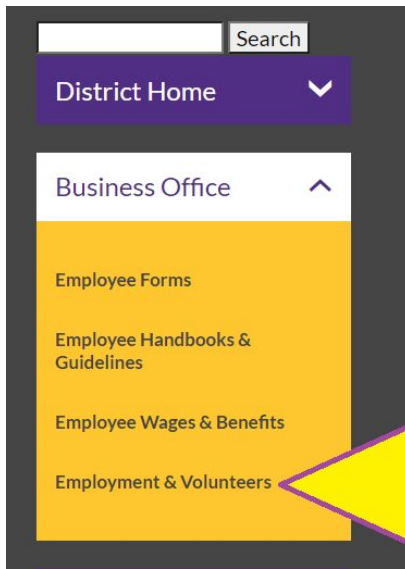
1. Overview of application process: https://www.westfield.k12.wi.us/cms_files/resources/Substitute%20Teacher.pdf
2. Go to the School District of Westfield's homepage: www.westfield.k12.wi.us
3. Click on "District" at the top of the page.



4. Scroll down and click on "Business Office" on the left hand side of the page.



5. Then click on "Employment & Volunteers."



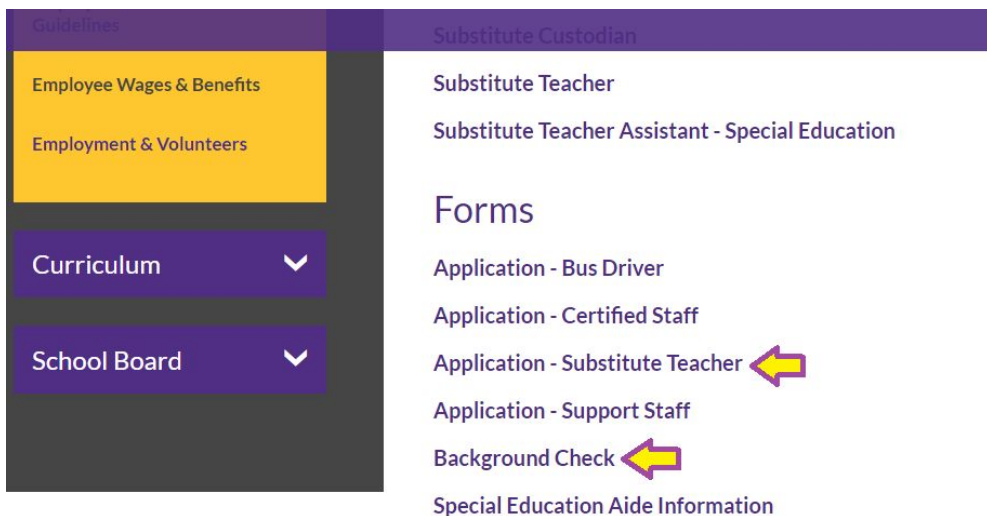
office is responsible for school district budgeting, transportation, food service buildings and grounds, purchasing, accounts payable, accounts receivable enrollment, and other auxiliary services. The goal of the business office is to provide the most efficient and effective services as possible to support the district goals. Please feel free to contact us if we can be of service to you

Andrew Saloun
Business Manager
andrew.saloun@westfieldpioneers.org
608-296-2141 ext 1009

Financial / Human Resources Assistant

a.

6. Then click on "Application - Substitute Teacher" and "Background Check."



a.

7. Complete the Substitute Teacher Application and the Background Check Form.

8. Return both forms, along with a resume and a list of three references, to the District Office in person, via email, or by mail.

- a. If returning via email, please send the forms to: cathy.rohner@westfieldpioneers.org
- b. If returning via mail, please mail the completed forms to:

School District of Westfield
Attn: Cathy Rohner
N7046 County Rd. M
Westfield, WI 53964