



Substitute Authorization FAQs

The Substitute Authorization class schedule can be viewed at: [Substitute Authorization Class](#). All AEA's in Iowa offer the course. Visit [AEA Professional Development across Iowa](#) for links to other AEA's.

To register for this course, you must create an AEA 9 profile at: https://www.solutionwhere.com/mbaea/cw/pro_processreglogon.asp?btnaction=CreateAcct. You can then locate the Substitute Authorization Class by clicking on the View by Month under the MBAEA logo and select August. Click on the Substitute Authorization course.

If you already have a user ID, please register by clicking on: <http://www.solutionwhere.com/mbaea/cw/showcourse.asp?892>

What is the Substitute Authorization license?

- The Substitute Authorization license allows an individual with a baccalaureate degree (a four-year college degree) who has completed the Substitute Authorization program to substitute in grades PK-12 for no more than five consecutive days in one job assignment at a time. You may not substitute teach at the elementary level. (*Allowing sub auth license holders to sub at the PK-elementary level is effective 12/17/14.*)
- Paraeducators who hold a Paraeducator Generalist Certificate and complete the Substitute Authorization program are authorized to substitute, but only in the special education classroom in which the individual paraeducator is employed. This applies to all grade levels, including elementary, but not preschools. A paraeducator cannot substitute in a general education classroom.

What are the requirements and costs to get my Substitute Authorization License?

You must complete the 20 hour Substitute Authorization course from an Iowa Area Education Agency. The cost of the course at the Mississippi Bend AEA in Bettendorf is \$140. For those with a paraeducator certificate, the cost is \$90. Other AEAs across the state also offer the course.

You must also send the following to the Board of Educational Examiners:

1. A completed application form. Click [here](#) to view and print the Substitute Authorization application;
2. \$150.00 (\$85.00 issuance fee, \$65.00 background fee) check or money order made payable to the Board of Educational Examiners;
3. Completed fingerprint cards and waiver form (if you have completed this for a Coaching Authorization or para certificate in Iowa, it is not required again);
4. Official verification (transcript) of completion of the Substitute Authorization course; AND
5. Official transcript showing a bachelor's degree or a paraeducator certificate.

Who is eligible for the Substitute Authorization?

Anyone who meets the following five criteria is eligible to receive substitute authorization:

- Has achieved at least one of the following: holds a college degree from a regionally accredited institution, OR has completed an approved Paraeducator Certification Program and holds a Paraeducator Certificate;
- Is at least 21 years old;
- Has successfully completed an Iowa Division of Criminal Investigation background check;
- Has successfully completed a National Criminal History background check;
- Has successfully completed all the requirements of an approved Substitute Authorization course.

The Substitute Authorization license does not allow me to substitute at the elementary level. What do I need to do to be able to substitute at the elementary level?

You must have a valid teaching license to substitute at the elementary level. This license is obtained by completing a teacher education program at an accredited college/university.

What is the difference between a Substitute Authorization and Substitute Teaching license?

- A **substitute teaching license** is based on the completion of a teacher education program. The substitute teaching license authorizes the individual to substitute teach on any level, in any area for a maximum of 90 days in one assignment.
- The **substitute authorization** allows a person with a baccalaureate degree to substitute in grades PK-12 for a maximum of 5 days in one assignment.
- The **substitute authorization** allows a paraeducator who completes the paraeducator training to substitute only in the special education classroom where the person serves as a paraeducator for no more than 5 consecutive days, with approval of their employing district.

May I begin substituting while I am waiting for the training to be offered or while I am enrolled in the training program?

No, you must successfully complete the Substitute Authorization course and hold the Substitute Authorization before you can be employed as a Substitute. You may send in the background check/finger print cards in advance of completing the course. The background check takes approximately 6-8 weeks.

When are substitute authorization classes offered? How do I sign up?

Substitute Authorization courses are offered in the fall and spring at the Mississippi Bend AEA. These courses are twenty contact hours with 8 - 2.5 hour sessions. Visit [Substitute Authorization Course](#) to register.

A minimum number of 12 participants to hold the class. Class size is capped at 20 students. Professional Development reserves the right to cancel a class due to low enrollment. Refunds of registration fees will be given if the course is cancelled.

How much is it to take the Substitute Authorization class?

The course fee total is \$140 and includes materials. State licensure and background check fees are additional.

The state application fee is \$150.00 (\$85.00 license issuance fee, \$65.00 background fee)

To complete the background check, you are required to supply a fingerprint card with prints taken at a local police station. Police departments often require an appointment and charge a fee for this service.

Once I have my substitute authorization class completed, how do I make districts know I am available to substitute teach?

Once you are authorized to substitute, you should contact the districts you want to work in and apply. There is a list of school districts in the Mississippi Bend AEA area at:

http://www.mbaea.org/en/about_us/mbaea_schools/

How long is the authorization good for?

The Substitute Authorization certificate is good for three years. During the three year licensing term, you need to earn 2 credits for renewal. Renewal credits may be taken at the AEA or a college/university. It is advised to take the renewal credits early; ***don't wait until your license expires to find courses to fulfill the renewal requirements – take coursework throughout the three years.***

I am getting ready to renew my Substitute Authorization. What do I need to do?

The following must be sent in to the Board of Educational Examiners:

1. A complete application form. Click [here](#) to view and print the Substitute Authorization renewal application. Review the top portion for the needed paperwork.
2. \$85.00 non-refundable Substitute Authorization fee made payable to the Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-0147.
3. Official transcripts of the 2 semester hours of credit required for renewal of the Substitute Authorization. These can be earned by taking college courses at a college or university, including a community college, or by taking courses at the AEA that have a relicensure credit option.
4. Completion of a mandatory child and dependent adult abuse class approved by the state abuse education review panel. (\$25 fee) One option for this training is AEA PD Online: <https://training.aeapdonline.org/> Submit a photocopy of the certificate that you received upon completion of the course. The class must have been completed within the past five years.

I need two Substitute Authorization credits in order to renew my Authorization. Where can I find courses to take?

Our online course catalog provides an updated list of course offerings at AEA 9. To review the list of course:

1. Visit the course catalog at <http://www.solutionwhere.com/mbaea/cw/main.asp>
2. Enter user name and password or create a new account. If you have forgotten your user name and password, click Forgot Password and enter your email. You will receive your user name and password in an email immediately.
3. Click on one of the icons at the top to view courses in a preferred order.
4. Click on the course name for more information about the course.
5. You can also take online courses from the AEA Statewide Professional Development system at: [AEA PD Online courses](#). Choose courses that are offered for "SA" credit (Substitute Authorization) credit; you may also take "LA," or licensure renewal courses if you feel, after reading the course description, the course is appropriate for your type of license.
6. You can also use credits earned from any accredited college or university.
7. CEUs are not accepted as credits.

Where can I find out more information about Substitute Authorization?

Information regarding substitute authorization can be obtained from the Board of Educational Examiners website. The website is located at: <http://www.state.ia.us/boee/subfaq.html>. A "Substitute Authorization" link is provided under the list of General Licensure Information.

Where can I download the application to apply for substitute authorization now that I have taken the Substitute Authorization course?

http://www.iowa.gov/boee/forms/subAuth_ren.pdf