

# SUBSTITUTE PERMITS

***Applicants should first contact their local district to inquire about employment and training opportunities.***

Substitute Permits allow an applicant with a minimum of an associate's degree (or 60+hours towards a bachelor's) with a GPA of 2.0 or higher to substitute in the public school system.

## **Individuals, based on eligibility, may obtain:**

With associate's degree (or 60+hours toward a bachelor's) —

- » **Restricted Substitute Permit** – allows individual to substitute in any classroom and at any grade level, but only for up to 10 consecutive days in the same classroom.

With bachelor's degree or higher —

- » **Short-Term Substitute Permit** – allows individual to substitute in any classroom and at any grade level, but only for up to 30 consecutive days in the same classroom.
- » **Long-Term Substitute Permit** (*requires minimum of 12 semester hours in a content area*) – allows individual to substitute in short-term placements as well as placements in the endorsed area lasting longer than 30 consecutive days in the same classroom.

## **How to begin:**

- » Applicants should contact their county for hiring information.
- » Applicants must complete substitute training, which is offered free through WVDE eLearning or the county may also offer training.
- » Applicants must complete and submit a Form 2S (short) or 2L (long).
- » All first-time applicants are required to complete a background check.

*For additional information, please contact Christina Haymaker in Certification Services at (304) 558-7010 or via email at [chaymaker@k12.wv.us](mailto:chaymaker@k12.wv.us) with questions.*



West Virginia DEPARTMENT OF  
**EDUCATION**