

How to Become a Substitute Teacher in Colorado

The Colorado Department of Education (CDE) and many of the schools with whom we partner with require that educators have a substitute teacher certification, also referred to as a substitute authorization.

Colorado issues three types of substitute authorizations based on your educational background and experience. Each authorization type has its own set fees and required documents that you must have ready to upload virtually at the time of application

- **5-Year Substitute Authorization**

To qualify for a 5-year substitute authorization, you must hold an active or expired Colorado teacher license (not special services, principal or administrator) OR an active teacher license issued by another state. This authorization will be valid for 5 years.

- **3-Year Substitute Authorization**

To qualify for a 3-year substitute authorization, you must hold a bachelor's or higher degree earned at a regionally accredited college or university. This authorization will be valid for 3 years.

- **1-Year Substitute Authorization**

To qualify for a 1-year substitute authorization, you must hold high school diploma or its equivalent and attest to having successful experience working with children. This authorization will be valid for 1 year.

Required Documentation for Each Authorization

	1-Year	3-Year	5-Year
Fee	\$60	\$90	\$90
Fingerprints submitted to CBI	✓	✓	✓
Valid Form of Gov't ID	✓	✓	✓
All Work Experience	✓	✓	✓
High School Diploma or equivalent	✓		
Successful experience working with children	✓		
Bachelor's Degree or higher		✓	
Copy of official college transcript		✓	
Valid or expired CDE-issued Colorado teacher license OR an active out-of-state teacher license			✓

How to Become a Substitute Teacher in Colorado

Process Overview

Before submitting an application to the Colorado Department of Education (CDE), you must submit a complete set of fingerprints to obtain a fingerprint-based national, criminal history background check.

You must submit your fingerprints to the Colorado Bureau of Investigation (CBI) under your assigned Social Security Number. CBI will forward the submitted fingerprints to the Federal Bureau of Investigation (FBI).



You will have 30 days from the date CDE receives your background checks to submit a complete application for an authorization. If you do not submit an application within these 30 days, you will need to submit another set of fingerprints.

1 Set Up Your [COOL \(elicensing\) Account](#)

You must have a COOL account before submitting fingerprints to CBI, so that the CDE can update the account once the background checks are received:

- Create your one, lifetime COOL account under your complete legal name
- You must have an assigned Social Security Number
- Include a personal email address that you check often

2 Submit Your Fingerprints via [IdentoGo](#)

After creating your COOL account and submitting your fingerprints, the status of your background checks will appear in your COOL account and within your application(s). Do NOT mail fingerprint submissions to the CDE or the CBI. They will be destroyed for security purposes.

3 Log into COOL and complete and submit the **SUBSTITUTE** authorization application



You can still work as a sub with Scoot Education without a substitute teacher certification. Just note that you may be unable to work at schools that require certified subs.

You're on your way to become a certified sub!