

Ladies and Gentlemen,

An individual may **temporarily** qualify for an emergency substitute license with the following:

1. High school diploma; and
2. Completion of Greenbush's Emergency Substitute Training Modules (*training may be completed now **); and
3. Verification of hire from a local education agency (LEA)
4. Application and \$60 processing fee.
5. Fingerprint background check and fee.
 - a. Individuals who previously received a TEAL license are not required to re-submit fingerprints.
6. Individual may serve no more than 15 consecutive days in the same assignment.

*Click here to register and complete the Greenbush Emergency Substitute Training Modules: plus.greenbush.org.

Expanded Emergency Substitute Application Instruction

To apply for the emergency substitute license based on completion of the Greenbush Training Modules, complete the following:

1. Complete the Greenbush Emergency Substitute Training Modules.
 - a. The Greenbush training modules include a step by step video that details how to submit the application. [HERE](#) is a link to the video.
2. Submit the Form 8 application via the Kansas Licensure Application System. Here is a link to the application system [User Login for KSDE Web Applications](#).
3. Within the "Education Information" Section of Form 8, select the following:
 - a. State: "KS"
 - b. Name of College/University: "Greenbush – Modified Emergency Substitute"
 - c. Degree Earned: "No"
 - d. Transcript Delivery Method: "Upload Transcript"
4. Upload the Greenbush Certificate of Completion to the application.
5. Submit payment.
6. Contact the hiring district to complete the **Expanded Emergency Substitute Qualification Form**

Expanded Emergency Substitute Application Local Education Agency Instructions:

1. Complete the **Expanded Emergency Substitute Qualification Form** for hired applicants.
2. Submit the completed form to experienceform@ksde.org.