



ND LICENSURE REQUIREMENTS FOR SUBSTITUTE TEACHING

Includes a list of employment resources in the Grand Forks, ND area

Courtesy of the UND Office of Teacher Education

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North Dakota Education Standards and Practices Board (ESPB)

Steps to Obtaining Substitute Teaching Licensure

<https://www.nd.gov/espb/>

Below is an overview of steps required to obtain substitute teacher licensure in North Dakota. Each step is reviewed in greater detail below. Please review and complete these steps **in order**.

1. Complete 48 hours of college coursework *
 - * There is a training exception – please see below
2. Register with ESPB and complete an application (fee applies)
 - <https://secure.apps.nd.gov/dpi/ndteach/login.aspx>
3. Complete a background check with ESPB and pay license fee
 - <https://www.nd.gov/espb/sites/www/files/documents/Complete-Fingerprinting-Instructions-1-16-20.pdf>
4. Receive a substitute license from ESPB (and apply for jobs)

1. Complete 48 Hours of College Coursework

Applicants who have 48 hours of coursework can proceed to Step 2. Those with less than 48 hours of coursework can pursue substitute teacher training as an alternative to this requirement.

ESPB has partnered with Frontline to provide online training to aspiring substitute teachers with less than 48 credits of coursework. The training costs \$180 and takes approximately 20 hours to complete.

To take this training, register at <https://www.frontlineeducation.com/substitute-teacher-training/>. Scroll down and select North Dakota to begin.



2. Register with ESPB and Complete an Application

The next step to obtaining a substitute teaching license is to register with ESPB at <https://secure.apps.nd.gov/dpi/ndteach/login.aspx>.

- New registrants will have to set up a user ID and password.
- After receiving confirmation of registration, users will have to enter an authorization code (sent to phone/email), then log in with the newly issued ID and password.
- On the First Time Login screen, click “I am applying for my initial North Dakota educator’s license”. Complete registration by providing the requested information.
- On the next screen, select “Initial Educator’s License”. On the screen after that, select “Initial Interim Substitute License Application”. Follow the prompts from there. A \$30 one-time non-refundable application fee is due at the time of application.

3. Complete a Background Check with ESPB

After submitting the substitute teacher application, the next step is to complete a background check by submitting the following documents to ESPB:

- Frontline training completion certificate (or proof of completion of 48 credit hours)
- Fingerprint background check packet
 - <https://www.nd.gov/espb/sites/www/files/documents/Complete-Fingerprinting-Instructions-1-16-20.pdf>
- Copy of high school diploma, GED certificate, or official college transcript showing any credit earned
- Pay \$85 license fee (good for 2 years)

4. Receive a Substitute License from ESPB

Upon successful completion of all steps above, the applicant will receive their North Dakota substitute teaching license from ESPB. Congratulations! Now it’s time to apply for a job. Below is a list of school districts in the Grand Forks area.

Grand Forks Public Schools <https://www.gfschools.org/>

Superintendent: Dr. Terry Brenner
2400 47th Ave S, Grand Forks, ND 58201
701.746.2200

- Contact the GFPS Human Resources Office (Griffin Gillespie, Director) at 701.746.2200. Applicants are required to complete a substitute teacher application and provide a copy of their substitute teaching license.
- Grand Forks Schools job page: <https://grandforks.tedk12.com/hire/index.aspx>



Thompson Public Schools <https://www.tps-k12.org/>

Superintendent: Mr. John Maus
424 3rd Street, Thompson, ND 58278
701.599.2765

- Thompson non-teaching employment application (para, bus driver, extra-curricular)
<https://docs.google.com/forms/d/e/1FAIpQLSc4CegQf6LzSUvkhGscb6IVcB36T1FcQk9kfbUMqX6P8SceA/viewform>

Manvel Public School (PK-8) <https://www.manvel.k12.nd.us/Page/9>

Administrator: Mr. Dave Wheeler
801 Oldham Avenue, Manvel, ND 58256
701.696.2212

- Manvel non-teaching employment application (sub, para, bus driver, cook, etc.)
<https://docs.google.com/forms/d/e/1FAIpQLSfQ3fxVdba-rq6AoLyxocWHrWuimbqIY5YU0ykLmbi22wTKxg/viewform>

Emerado Public School District #127 (PK-8) <https://www.emeradok8.com/>

Administrator: Mr. Mickey Berry
501 Main St, PO Box 69, Emerado, ND 58228
701.594.5125

- Emerado jobs page: <https://www.emeradok8.com/page/employment-opportunities>

EdJobsND.com

<https://edjobsnd.com/Edj/front/scripts/default.cfm?&CFID=10708426&CFTOKEN=84b0343e3117c914-40D570AD-FCEF-B396-BDA0A6F394A0AB14>

This information was compiled by [UND's Office of Teacher Education](#).

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