

Steps to becoming a Substitute Teacher

1. Go to this website <https://www.cde.state.co.us/educators> and apply to become a substitute teacher.
2. Select which Substitute Authorization that applies to you:

5-Year Substitute Authorization

To qualify for a 5-year substitute authorization requires you must hold or have held a Colorado or other state-issued teacher license and have a current fingerprint-based criminal history report/background check on file with CDE. During the application process, those with out-of-state teacher licenses will be required to upload a copy of the certificate. Alternative or provisional teacher, special services provider, principal and administrator licenses and CTE, temporary, adjunct, substitute emergency and other authorizations do not qualify; it must be a full teacher license.

3-Year Substitute Authorization

To qualify for a 3-year substitute authorization, you must hold an earned bachelor's or higher degree *in any content area* from a regionally accredited college or university and have a current fingerprint-based criminal history report/background check on file with CDE. During the application process, you will be required to upload a copy of the official, degree-conferred transcript(s) into your application.

1-Year Substitute Authorization

To qualify for a 1-year substitute authorization, you must hold a high school diploma or its equivalent, have a current fingerprint-based criminal history report/background check on file with CDE and attest to having successful experience working with children. This authorization is ideal for recent college graduates, career-changers and anyone interested in serving their communities and its students!

3. Schedule your fingerprinting appointment with IdentoGo while on that website. Here is the address for IdentoGo
[IdentoGO](#)
[1045 W 6th St](#)
[Pueblo, CO 81003](#)

4. Finish your application with CDE and submit payment.
5. Print off your Substitute Authorization Certificate with the QR code from your COOL Account - usually takes a few days to process.
6. Go to the Pueblo District 60 website to apply:
<https://www.applitrack.com/pueblocity/onlineapp/default.aspx>
7. Click on Substitute Teacher - Certified to apply
8. Follow the instructions and complete the application. You will be asked to upload your newly acquired substitute license and your transcripts. Please list 3 references along with their email addresses.
9. Give me a call upon completing your application and / or if you need assistance, Jill Stevenson 719-549-7139.

2023-2024 Bonus Incentive

Substitute Teachers:

Certified teachers who work 30 full days (or 180 hours) in the fall semester (August 1 - December 7) will receive a \$400 bonus in December.

Certified teachers who work 45 full days (or 270 hours) in the spring semester (December 8 - June 7) will receive a \$600 bonus in June.

Note: A full day is considered to be 6 or more hours.

Middle School Daily Incentive

Substitute teachers who work a full day (8+ hours) at a comprehensive middle school will earn an extra \$15 per day

(PAA, Roncalli, Risley and Heaton).

Substitute Pay	Full Day 6 or more hours	3/4 Day 4.01-5.99 hours	1/2 Day 4 hours or less
1 Year Authorization (High School Diploma)	\$140.00	\$105.00	\$70.00
1 Year Authorization (Enrolled in CSU-P education program)	\$145.00	\$108.75	\$72.50
3 Year Authorization (Bachelor's Degree)	\$160.00	\$120.00	\$80.00
Long Term Assignment 3 Year Authorization - HQ (12 consecutive days or more)	\$175.00		
5 Year Authorization (Current teaching license or 5 year Authorization)	\$200.00	\$150.00	\$100.00
Long Term Assignment 5 Year Authorization - HQ (12 consecutive days or more)	\$245.00		
Substitutes are paid as total hours worked per day and not per job.			