



How to Apply for a County Substitute Teacher Certification

Items Needed to Apply

The items below must be sent to the county once you complete the Online Substitute Certification Application on the Teachers Certification Information System (TCIS) website:

- **Tracking number** – Provided on the confirmation page when you apply and process the \$125 payment with a credit card.
- **Fingerprint Approval** – Fingerprints must be less than five (5) months old, transfer dates do not count. Your fingerprint approval can be accessed from the [Applicant Approval Employment History](#) page.
- **Official Electronic Transcripts** – Printed transcripts are sent directly from your college/university to the county office. You can send printed transcripts to the county office if they are sealed by your college/university. Electronic transcripts can be used if they are sent from your college/university. Apply online with your county to obtain the county contact email.

Note: Unsealed printed transcripts sent by you and electronic transcripts sent by you are **not** considered official.

Application Process

1. To start the application for a substitute certificate, please go to the [Teachers Certification Information Systems](#) (TCIS) website.
2. Click on **Apply Online Through TCIS** which is right below **How Do I Apply for Certification?**
3. You will be taken to another site where you will need to register and apply for the substitute certificate. To register, please click on **New Users Must Register First** below the **I'm not a robot** box.
4. Complete the questions in the application.
5. You will be required to pay a \$125 fee. The \$125 fee is paid online with a credit card and is non-refundable. The payment will go to the Commissioner of Education.
6. You will receive a confirmation page after your payment. On the confirmation page, a tracking number will be issued. Keep this number somewhere safe to refer to, as you will need to provide it to the county when you reach out to them.

7. There will be a link you will click to access all the County Office contacts. Please call them for final steps.

Please Note:

- **ESS is not automatically notified when certificates are issued.** Please contact our employee engagement team via email at HREast@ess.com when the certificate is issued if you are an ESS employee.
- If you are not an ESS employee at that time, please upload it to your application. Your applicant specialist will review during the onboarding process.