Substitute Teaching while in the TEP

Iowa law provides options for individuals to become authorized to substitute teach. One of these options, a "Substitute Authorization," can be available to students enrolled in the Teacher Education Program (TEP) who have not yet completed the TEP [Iowa Administrative Code 282-22.2(272)].

The Substitute Authorization does not allow for service as a long-term substitute. Long-term substitute teaching requires a teaching license or Substitute License, which requires completion of a teacher preparation program.

TEP practicum and student teaching requirements are not satisfied by substitute teaching experience. Substitute teaching is not permitted during student teaching.

Application for a Substitute Authorization requires a background check under Board of Educational Examiners requirements.

Teacher candidates may wish to consider professional liability insurance for teachers, especially for substitute teaching in non-public schools.

Requirements
Requirements for a Substitute Authorization include:

- an associate’s degree or 60 semester hours of college coursework; and
- minimum age of 21 years; and
- completion of an approved Substitute Authorization program. The orientation courses of the University of Iowa TEP are approved as Substitute Authorization programs:
  - EDTL:3091 Secondary Education Orientation and Classroom Management, or
  - EDTL:3190 Orientation to Elementary Education.

Application
Apply online with the Board of Educational Examiners at www.boee.gov; within the application, upload:

- an official University of Iowa transcript;
- other college/university transcripts (if you have earned fewer than 60 semester hours at the University of Iowa);
- a note written by you stating that the course, EDTL:3091 or EDTL:3190, is the approved Substitute Authorization program you completed (see back for sample).

No verification from the College of Education is required.

For more information
University of Iowa College of Education
Office of Student Services
319-335-5359
educ-licensure@uiowa.edu

Last updated: 8/16/22
Sample note to upload with your application:

Date
Your Name
Folder No. (assigned during the application process)

I am applying for the Substitute Authorization. I have completed (EDTL:3091 Secondary Education Orientation and Classroom Management, or EDTL:3190 Orientation to Elementary Education), the approved Substitute Authorization course at the University of Iowa, as documented on my official transcript uploaded during the application process.

Your Signature