

Central City Public Schools –

Local Substitute Permit Process

- Complete the Substitute Application form
- Request a Local Substitute Permit authorization from CCPS District Office
- Apply for a Local Substitute Permit through the Nebraska Department of Education – instructions below

Go to the Nebraska Department of Education link below

<https://www.education.ne.gov/tcert/substitute-teacher/local-substitute-permit/#1749049777899-9e0aa1cc-ccca>

General Information

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Who applies?

A local sub permit is for an applicant who has completed at least 48 semester credit hours and has met the Human Relations Training requirement.

Where is it valid?

A local sub permit is valid for all school systems in Nebraska. A local sub permit allows an applicant to sub up to 90-full time days per school system per school year.

When does it expire?

A local sub permit is a 5-year permit and expires September 30th in the fifth year following the year of issuance.

What are the requirements?

1. An application and fee in the [TEACH](#) system (Please note that registration for TEACH is required first; then an application can be submitted.)
2. [Fingerprints](#) (required if someone has lived outside of Nebraska in the past five years or has not held a NE certificate or permit.)
3. [Official Transcript\(s\)](#) showing at least 48 semester hours of coursework completed. These transcripts must come directly from the college or university.
4. A course that meets the [Human Relations Training](#) requirement.