

How to Become a Substitute

There are **two ways** to become a Substitute Teacher in the State of Wyoming. We have the **Traditional Route** and the **Alternative Route**. Information on both paths is listed below, and both require a certificate issued by the Professional Teaching Standards Board (PTSB).

If you currently have a Wyoming teaching certificate and would like to start substitute teaching please visit the [Campbell County School District website](#) and apply for the [Substitute Teacher](#) position.

Traditional Route-College Credit Path

- Have completed at least 60 semester hours and or/an associate's degree from an accredited college/university.
- Successfully complete the US and Wyoming Constitution exams. If you have taken both at the college level and can provide transcripts for these courses, you have satisfied this requirement. If you have not taken these college level courses, please see the links below for study guides. The tests are part of the PTSB substitute application. (see link to study guides below).
- Submit a complete application packet for a Wyoming Education Permit and required documentation (see link to download packet below).
- **PTSB Application Tips & Tricks (highly recommended to download this prior to completing PTSB's Application).**
- [PTSB Substitute Application](#)
- [WY Constitution Study Guide](#)
- [US Constitution Study Guide](#)
- **Please allow PTSB 4-6 weeks to process your substitute teacher application.**

Alternative Route

- **Campbell County School District offers this program several times throughout the year. Please call for available dates and/or to be put on a waiting list (682-5171).**
- Hold a high school diploma or GED.
- Complete 24 hours of in-service training and 30 hours of classroom observation (10 hours at each level: elementary, middle and high school).
- Successfully complete the US and Wyoming Constitution exams. If you have taken both at the college level and can provide transcripts for these courses, you have satisfied this requirement. If you have not taken these college level courses, please see the links below for study guides. The tests are part of the PTSB substitute application. (see link to study guides below).

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Once You Receive Your Substitute Permit

Once you receive your substitute permit via email, you will then go to the Campbell County School District website and apply for the [Substitute Teacher](#) position.

You will fill out the application and upload a copy of your substitute teacher permit. Human Resources will contact you **VIA EMAIL** to begin the new hire paperwork with Campbell County School District.