

**SUBSTITUTE TEACHER-APPLICATION PROCEDURES**  
**Alexandria Community School Corporation**

**Requirements for sub-license:**

1. Must pass the Para-Pro Exam or have 60 college credit hours to apply for a substitute license. The Para-Pro test is available through Alexandria Schools.
2. Alexandria Schools will honor a valid substitute license from another school corporation.
3. A National Criminal History must be completed and cannot be more than 60 days old.
4. If already have a valid teaching license, sub license is not necessary.
5. All applications for substitute teaching licenses through Alexandria Community School Corporation are subject to review and approval of the superintendent or designee of the superintendent.

**Application Procedures:**

1. Complete the Non-Certified/Substitute Application online and return to Central Office.
2. If license is already available, provide a copy of current sub-license or teaching license with application.
3. If a teacher retirement number is available, please provide the number to the central office upon application.

**Renewals:**

**Any individual renewing an expired license must obtain a new limited criminal history. The Para-Pro Exam will not be required for the second renewal.**

**Please contact the Central Office for further information 765-724-4496.**