Substitute and Emergency Substitute Certification Process for Community Members

Thank you for your interest in becoming a substitute with Scottsdale Unified School District. If you hold a Bachelor’s Degree or higher you can visit susd.org/jobs and apply for a substitute certification, which is valid for six years. Click on the following link to access Arizona Department of Education’s (ADE) Substitute, K-12 certification requirements.

If you do not have a Bachelor’s degree, but are interested in becoming a substitute for the 2021-2022 school year then you can apply for an emergency substitute certification through Scottsdale Unified School District. Click on the following link to access Arizona Department of Education’s Emergency Substitute certification requirements. Below are the certification requirements and step by step instructions to assist you in the process.

Emergency Substitute Certification Step by Step Process

1. You will need to complete an application for an emergency substitute certification that must be signed by the district superintendent. Contact Karly Meza at kmeza@susd.org for a copy of this application. Once completed, the application will be sent to the superintendent for approval and emailed back to you.

2. Ensure your documents to apply for certification are in place including the completed application, a fingerprint clearance card (a fingerprint card can be obtained from the Department of Public Safety (DPS). Currently there are several sites that you can visit to be fingerprinted. The sites send a copy of your fingerprints to DPS. Visit the following link for a list of sites, https://www.aps.gemalto.com/az/index.htm. You will also need proof of education (high school, GED, or associate’s degree). Specific instructions can be found through ADE’s website Emergency Substitute certification requirements.

3. Once all documents are complete you will then apply for certification through ADE. SUSD can not apply for you. Provided is a link to ADE’s application https://certification.azed.gov/.

4. Through the Emergency Certification process you will also need to become an employee of Scottsdale Unified School District and follow the typical hiring process.
   ○ Complete an application here: Emergency Substitute Application. You will need to provide at least three references, one being a recent supervisor, and when received, a copy of your certification.
   ○ You will also be scheduled to attend a new hire substitute orientation prior to substituting in a classroom.

Frequently Asked Questions

How long is the certification valid? An emergency sub cert is valid for one year and you may not exceed 120 days of subbing. A typical Substitute Certification is valid for six years.
The fingerprint clearance card process is not efficient, what can SUSD do to assist in the process? It is a requirement of ADE and SUSD that all substitutes obtain a fingerprint clearance card. DPS in the past has fingerprinted individuals, but due to COVID they recommend various sites to fingerprint individuals. This is the link we provide all applicants, https://www.aps.gemalto.com/az/index.htm with a list of sites. When an individual is fingerprinted at one of these sites the site sends the information to DPS. We do think this creates a delay, but this is the fastest solution we have found.

What if I do not have recent references? Typically we require three references, one being a recent supervisor, to become a substitute with SUSD. We have faced challenges with community members who do not have references, due to not working in recent years. Human Resources will assist you in providing references. For assistance please call 480-484-6224. It is an important part of the hiring process to ensure all individuals who work on our campuses are properly vetted.

Why do I need to attend an orientation? Since you will be a paid employee of the district and unattended with students human resources must follow the typical hiring process. The process to become an employee includes an orientation. We typically hold orientations Tuesday mornings, but have flexibility if necessary. Orientations are currently held virtually.

We truly appreciate the willingness of the community to assist us during these difficult times. Do not hesitate to reach out to human resources for assistance.