

Renewal of Three-year Short-term Substitute Permit Application Checklist

- If required, have you submitted your fingerprints through Fieldprint?
- If required, have you scanned any documentation to upload into the Conduct and Competency questionnaire?
- Have you obtained PI-1622-Sub form signed by your employing school district?
- Have you scanned the PI-1622-Sub form into a file that is 2 MB or less?
- Have you created a WAMS ID through the WAMS Self-Registration?
- Have you Onboarded and found your licenses?
- Do you have a credit card or pre-paid credit card?

WHEN YOU CAN CHECK OFF EVERY BOX, YOU ARE READY TO SUBMIT YOUR APPLICATION. YOU WILL RECEIVE AN EMAIL NOTIFICATION ONCE THE PROCESSING IS COMPLETED, AT WHICH TIME YOU MAY LOG BACK IN TO PRINT A COPY OF YOUR LICENSE. DPI NO LONGER MAILED OUT LICENSE CERTIFICATES.

■ Manage Your EXISTING LICENSE(S)
An application against an existing license is **only required when the license expires this calendar year**.
See [directions](#) for important details.

Short Term Substitute Teacher Permit 3 Year #1910009649 Teacher: Request Short-term Substitute Permit Renewal **Go!**