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College of Education and Human Services

Office of the Dean

FROM: Brian P. Yusko   
Associate Dean of Academic Programs

DATE: December 21, 2021

RE: Eligibility for Substitute Teaching by CSU Teacher Candidates  
Spring 2022

With the expectation that teacher candidates will soon be able to apply for a substitute teaching position based on the authority granted by SB 1 to issue one-time non-renewable one-year temporary non-bachelor's substitute teaching license for 2021-2022, CSU is identifying conditions under which teacher candidates will be allowed to do substitute teaching alongside field work.

SB 1 permits a public or chartered nonpublic school, for the 2021-2022 school year, to employ a substitute teacher according to the school's own education requirements, provided the individual also is deemed to be of good moral character and successfully completes a criminal records check. Licenses are available at the request of the employing school or districts. Applicants must have current FBI/BCI checks on file with ODE. <http://education.ohio.gov/Topics/Reset-and-Restart/Educator-Licensure>

Cleveland State University is responsible for verifying that teacher candidates satisfy all requirements to be eligible for licensure. Therefore, to provide guidance to candidates seeking to take advantage of this opportunity, the teacher education department has agreed to guidelines which must be met to preserve the quality of the teacher preparation program. The CSU Teacher Education department agrees that teacher candidates can serve as substitute teachers under the following conditions:

1. CSU candidates must meet district guidelines and complete all district onboarding requirements to be eligible for substitute teaching prior to accepting any substitute teaching assignment. Candidates are responsible for completing this step on their own and will not be done through OFS.
2. Before substitute teaching, the CSU candidate must receive permission from the mentor teacher, supervisor, seminar leader, and building principal to ensure that the candidate is not struggling to meet field experience requirements. This permission may be rescinded for struggling candidates.
3. CSU candidates must not feel pressure from K-12 personnel to apply to substitute teach.



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4. CSU candidates are eligible to substitute for a maximum of one day per week, and a maximum of 5 days throughout the experience, scheduled in advance, in the same building as the student teaching placement.
5. Substitute teaching assignments may only be made in the license area for which the candidate is being prepared. Whenever possible, districts are encouraged to employ the candidate as a substitute in the classroom where they are placed while assigning the mentor to cover other classes in the building.
6. The mentor teacher must agree to any day that the CSU candidate misses from their regular placement to substitute teach.
7. CSU candidates are required to write substitute plans for any days they miss from their regular student teaching placement to substitute teach.
8. Substitute teaching cannot interfere with the completion of field assignments or attendance in CSU courses.
9. Student teachers cannot serve as substitute teachers for multi-day assignments until successful completion of the full field experience.

CSU encourages the completion of paperwork to apply for substitute teaching so that candidates can begin substitute teaching regularly immediately after the completion of the student teaching experience.

Questions about eligibility should be addressed directly to Courtney Nudell, CEHS Recruitment and Retention Coordinator, at (216) 687-4583 or [c.nudell@csuohio.edu](mailto:c.nudell@csuohio.edu)



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## **CSU Intern Eligibility for Student Teaching Agreement**

If a CSU intern would like to substitute concurrent to their field experience, he/she must contact all stakeholders listed below for support (can be done virtually). Interns should complete this editable document and submit to the Office of Field Services at [c.nudell@csuohio.edu](mailto:c.nudell@csuohio.edu).

Eligibility begins once confirmation is provided to all stakeholders.

### **BIOGRAPHICAL INFORMATION**

Intern Name	
CSU ID Number	
Degree / Licensure Area	

Please check the following boxes if you plan to Substitute Teach outside of your Spring 2022 Field Placement. *CSU does not have restrictions.*

- Between Fall 21 and Spring 22 semesters
- After the completion of my Spring 22 Field Experience

### **SPRING 2022 FIELD PLACEMENT**

District	
School	
First Day in the Field	
Last Day in the Field	

SUPPORT	STAKEHOLDER	NAME	EMAIL	DATE
Yes <input type="checkbox"/> No <input type="checkbox"/>	Intern			
Yes <input type="checkbox"/> No <input type="checkbox"/>	Supervisor			
Yes <input type="checkbox"/> No <input type="checkbox"/>	Seminar Leader			
Yes <input type="checkbox"/> No <input type="checkbox"/>	Mentor Teacher			
Yes <input type="checkbox"/> No <input type="checkbox"/>	Principal			

Send completed document to the Office of Field Services at [c.nudell@csuohio.edu](mailto:c.nudell@csuohio.edu)

RECEIVED BY OFS	DATE