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Levin College of Public Affairs & Education  
*Office of the Dean*

FROM: Brian P. Yusko   
Associate Dean of Academic Programs

DATE: August, 2023

RE: Eligibility Requirements for Substitute Teaching by CSU Teacher Interns,  
Fall 2023

Teacher Interns can 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 2022-2024, 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 2022-2023 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 interns satisfy all requirements to be eligible for licensure. Therefore, to provide guidance to interns 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 interns can serve as substitute teachers under the following conditions:

1. CSU interns must meet district guidelines and complete all district onboarding requirements to be eligible for substitute teaching prior to accepting any substitute teaching assignment. Interns are responsible for completing this step on their own and will not be done through OFS.
2. Before substitute teaching, the CSU intern 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 This permission may be rescinded for struggling candidates.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 interns must not feel pressure from K-12 personnel to apply to substitute teach.
4. CSU interns 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.

*Mailing Address:* 2121 Euclid Avenue, JH 210 • Cleveland, Ohio 44115-2214  
*Campus Location:* Julka Hall, Room 210 2485 Euclid Avenue • Cleveland, Ohio  
(216) 687-3737 • Fax (216) 687-5415



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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 intern misses from their regular placement to substitute teach.
7. CSU interns 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 interns can begin substitute teaching regularly immediately after the completion of the student teaching experience.

Questions about eligibility should be addressed directly to Sharyn Turner, Program Coordinator, at (216) 687-4719 or [s.e.turner42@csuohio.edu](mailto:s.e.turner42@csuohio.edu)