



**Thank you for your interest in becoming a Substitute for
Montrose and Olathe Schools!**

Teacher/Licensed Substitute – These positions require a current Substitute Authorization or Teaching License with the Colorado Department of Education. Please complete the steps below for consideration of a substitute position:

- Apply for a Substitute Authorization with the Colorado Department of Education. There are three types available:
 - 1 year (Requirement: High school diploma or equivalent)
 - 3 year (Requirement: Bachelor’s degree)
 - 5 year (Requirement: Previously held a teaching certificate)

Apply at: <http://www.cde.state.co.us/cdeprof>

Complete the fingerprint requirement: (*If license/authorization is not already held)
<http://www.cde.state.co.us/cdeprof/licensingactvendor>

Please be sure to use the Colorado Fingerprinting link to set up your account.

When prompted for the CBI Unique ID, please enter – 1134ETPI – this will ensure your results are directed to the Colorado Department of Education to link up with your application.

- Complete the District online application. Click the link to apply:
<https://www.applitrack.com/mcsd/onlineapp/>
- Provide a copy of your Substitution Authorization to the HR Department of Montrose County School District once approved by CDE.
- Upon District approval, you will be contacted to schedule a required Substitute Onboarding Workshop and complete additional electronic forms for payroll purposes.
- For further questions or assistance, please contact Danice Kindall, HR Generalist @ (970) 252-7906 or danice.kindall@mcsd.org