



Harney County School District #3 (HCSD#3) – Path to Substitute Teaching

In order to be eligible, substitute teachers must have a teaching license through TSPC. However, those who have a Bachelor's Degree, can apply for a Restricted Substitute Teacher License with a letter of support from HCSD#3.

The process for obtaining a Substitute License to work in HCSD#3 schools is:

1. Contact Kelsi Swingle, Human Resource Manager, kelsiswingle@hcsd3.org
Provide your full name, email address, phone number and the Bachelor's Degree earned
2. Apply for a Restricted Substitute Teacher License by accessing the following links:
TSPC e-Licensing link and directions:
<https://www.oregon.gov/tspc/LIC/Pages/default.aspx>
e-licensing portal: <https://apps.oregon.gov/TSPC/eLicense>
3. Complete a TSPC fingerprinting and background check – TSPC's online application page will explain how to do this. Substitute teachers are not authorized to work until this background check is complete. This may take 2-4 weeks to complete.
4. HCSD#3 will contact you to complete the following before you begin:
 - a. Employee onboarding or hiring process
 - b. Drug testing
 - c. SafeSchools online trainings

Once applicants have completed requirements and the fingerprinting and background check, HCSD#3 will let them know when they are eligible to work in the schools.