

Short-Call and Lifetime Substitutes in Special Education Assignments Guidance

Substitute Licensure

An individual holding a [short-call substitute license](#), or any Minnesota educator license, may substitute in any classroom for 15 or fewer consecutive days. For substitute assignments that continue for more than 15 consecutive days, a teacher must hold a Minnesota teaching license or a [lifetime substitute license](#) aligned to the assignment.

On March 8, 2019, the Professional Licensing and Standards Board passed the following resolution:

The “regionally accredited requirement” [Minn. R. 8710.0325, subp. 2.A.] (see below) for short-call substitute teachers is waived until Minnesota Rules part 8710.0325 is opened and revised by the board.

Subp. 2. Requirements. The board must issue a short-call substitute license to an applicant who meets the requirements of this subpart. The applicant must:

§A. hold the minimum of a bachelor's degree from a college or university located in the United States that is regionally accredited by the Higher Learning Commission or by the regional association for accreditation of colleges and secondary schools, as verified by a college transcript;

Special Education Substitutes

For individuals replacing a teacher of record in a special education assignment for 15 or fewer consecutive days, a short-call substitute license, or any Minnesota Educator license is required. Please note that the use of a temporary special education substitute teacher must also comport with the Individuals with Disabilities Education Act (IDEA). Districts must ensure that students on an individual education program (IEP) continue to receive a free and appropriate public education and that the use of a substitute teacher is consistent with IDEA regulations related to personnel qualifications. See 34 C.F.R. §300.156.¹. MDE encourages short-call substitute special education teachers to be licensed in special education or supervised by a licensed special education teacher.

A replacement that will continue more than 15 consecutive days for a teacher of record in a special education assignment must hold a Minnesota teaching license, or a lifetime substitute license, aligned to the specific special education assignment.

¹ 71 Federal Register (FR) 46753, August 14, 2006, as amended at 82 FR 29759, June 30, 2017.

Special Education Funding

Qualifications

A short call substitute teacher is one who teaches on a day-to-day bases not to exceed 15 consecutive days replacing the same teacher. A long call substitute teacher is one who replaces the same teacher for 15 or more consecutive days. The substitute must be hold either a Minnesota teaching license or a substitute license appropriate for the position in which they are employed and the duties they perform.

When the substitute is reimbursable through state special education funding (teacher is licensed to teach in the area they substitute for), then the expenditure code should identify the UFARS program code (401 through 420) with the UFARS Finance code 740.

When the substitute is reimbursable through federal special education (teacher is licensed to teach in the area they substitute for), then the expenditure code should identify the UFARS program code (401 through 420), the appropriate federal special education UFARS finance code, and the UFARS course code that identified the year of the federal award (000, 011, 012).

Duties/Assignments

Includes salaries of substitute teachers replacing regular classroom instructors (UFARS object code 140) due to short-term absences. Includes, but not limited to, staff development and illness.

If the substitute is replacing a state or federally-funded teacher on leave and that regular teacher's salary is paid from another UFARS object code or no longer on the payroll, the substitute's salary should be recorded using the regular special education teacher's salary (object code 140, Licensed Classroom Teacher).

When the regular special education teacher/staff is on personal leave or illness the substitute is not reimbursable with state (not licensed to teach in the area they substitute for) or federal (not licensed in Special education at all) special education funding, then the expenditure code should use UFARS program code 400 with UFARS finance code 000. Program code 400 expenditures are not entered in SEDRA.

When professional development meetings are held and teachers are released from classrooms to attend, expenditures for substitute teachers can be reimbursed with federal (must hold a valid teaching license) or state funds if the substitute teacher holds the appropriate license. Districts may allow any public school teacher to participate in professional development activities and claim federal reimbursement for a licensed replacement in order for the teacher to attend.

Districts **can use federal funds** to pay for substitutes for federally funded staff as listed in Table 12-8 below. The activities as listed are considered to be supplementing not supplanting state funds under the Individuals with Disabilities Education Act (IDEA) because it replaces a federally funded position with a federally funded substitute.

Federal funds **cannot be used** to pay for substitutes for state funded staff (see Table 12-8 below). This would be considered supplanting under IDEA, because it would replace a state funded position with a federally funded substitute.

Table 12-8: Funding Eligibility for Substitute Teachers

<i>Funding Eligibility for Substitutes</i>	<i>Use State Funds</i>	<i>Use Federal Funds</i>
For paid illness/personal days for STATE funded special education licensed teachers?	Yes (Special Education License Required)	Yes (Special Education License Required)
For paid illness/personal days for FEDERALLY funded special education licensed teachers?	Yes (Special Education License Required)	Yes (Special Education License Required)
For STATE funded special education teachers doing IEP meetings and paperwork?	No	No
For FEDERAL funded special education teachers doing IEP meetings and paperwork?	No	No
For STATE funded special education teachers attending special education professional development activities? (Use SEDRA service code R and UFARS Course Code 640.)	Yes (Special Education License Required)	Yes (Licensed Teacher Required)
For FEDERAL funded special education teachers attending special education professional development activities? (Use SEDRA service code R and UFARS Course Code 640.)	Yes (Special Education License Required)	Yes (Licensed Teacher Required)
For general education teachers to attend professional development activities dealing with special education and children with disabilities? (Use SEDRA service code R and UFARS Course Code 640)	No	Yes (Licensed Teacher Required)

Personnel Type Code 23 – Substitute Teacher

UFARS Object Code 145 Payroll (old formula)

UFARS Object Code 303/304 Federal sub awards (Host/cooperatives) (federal only)

UFARS Object Code 307 Contracted Substitutes for Special Education (state only)

UFARS Object Code 394 Contracted services for pupil (state only)

UFARS Object Code 396 Purchase of services salaries (state only)

Requires Folder Number

For questions regarding substitute licensure, contact the [Professional Education Licensing and Standards Board](#) (PELSB): pelsb@state.mn.us or 651-539-4200

For questions regarding compliance in special education, contact the [Division of Compliance and Assistance](#): mde.compliance-assistance@state.mn.us or 651-582-8689

For questions regarding special education finance, contact Paul Ferrin: mde.spedfunding@state.mn.us or 651-582-8864