How to Apply for a Substitute License

Handheld devices, tablets and Macs are not compatible with our system. Please make sure you are using a desktop or laptop computer for the most optimal experience.

CLICK HERE to view the tutorial video.
Click on “Apply for a Credential” on your “Home” tab.
Select “Substitute License (SUB).”
Answer each of the background questions as they apply to you. The last question must be answered “Yes” as this verifies you have answered the background questions truthfully. When finished, click “Next.”
Select the highest degree that you hold and click “Next.”
If you have transcripts already on file, they will be listed on this page. You can click “Next” at this point. However, if you do not have any transcripts on file, you will need to add the transcript information on this screen. Click on “Enter Transcript Information” and enter your institution’s information then click “Add.” Click “Next” when finished.
Click “Submit Payment” after you review the information on this screen.
You will enter your debit, credit, or prepaid card information on the next screen.
If you're using a prepaid card, ensure that the card balance covers both the application fee and the processing fee.
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