

## How to Register as a Substitute Teacher

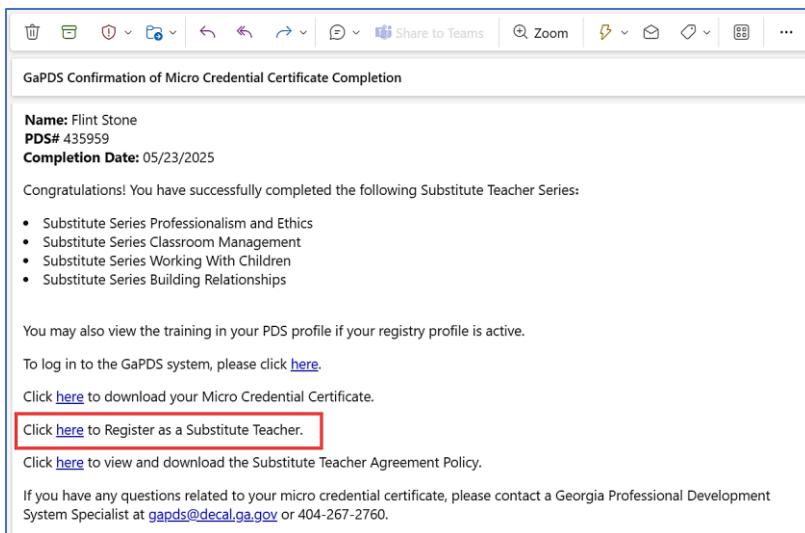
### Eligibility

To register as a Substitute Teacher, you must first complete the Substitute Teacher Micro Credential training series and earn your Micro Credential Certificate.

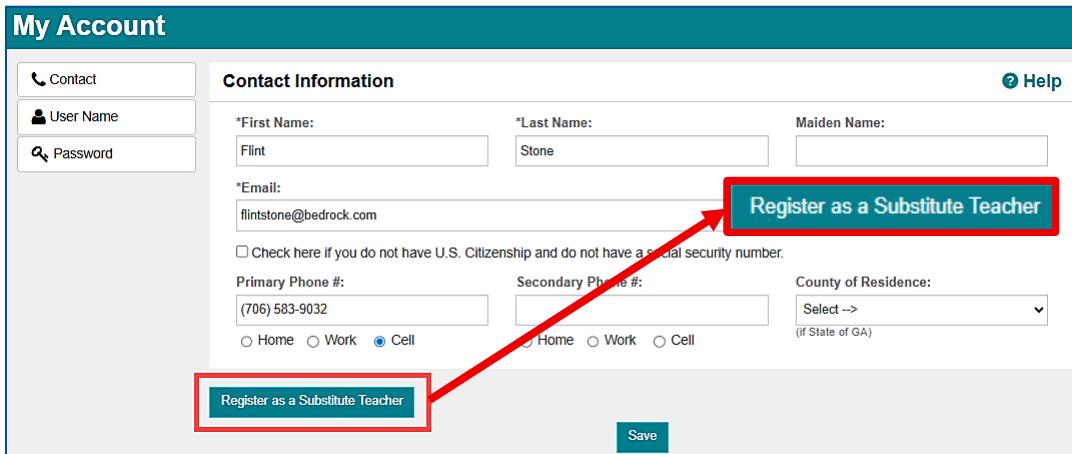
### Registration Options

You can register using one of the following two methods:

1. **Email Link** – Click the **Register as a Substitute Teacher** link in your GaPDS Confirmation of Micro Credential Certificate Completion email.



2. **GaPDS Portal** – Log into GaPDS, go to **My Account**, and click **Register as a Substitute Teacher**.



Both options will direct you to the Register as a Substitute Teacher page.

## Submit Registration Information

On the Register as a Substitute Teacher page, complete the following steps to finalize your registration and appear in the substitute teacher search:

1. Select one or more **Age Group(s)**.
2. Enter your **Business Email**.
3. Enter your **Primary Business Phone**.
4. Select your **County of Business** (up to five).
5. Review and accept the agreement.
6. Click **Submit**.

 **Register As A Substitute Teacher**

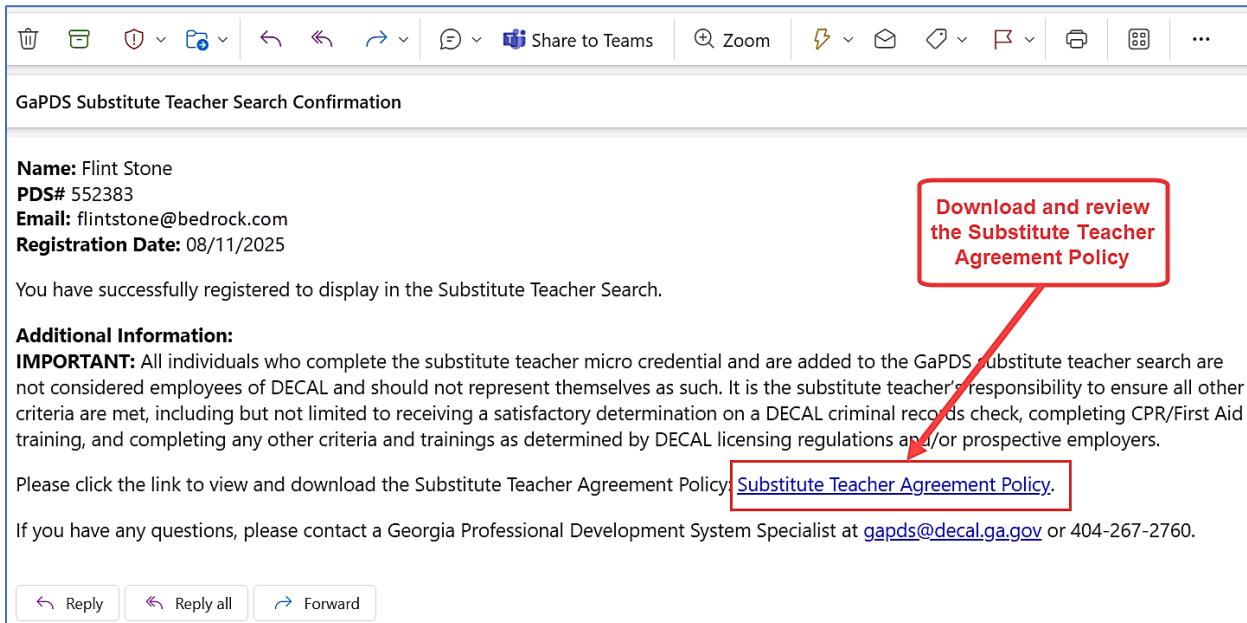
First Name:	Last Name:
Flint	Stone
<b>Substitute Teacher Information</b>	
<b>Age Groups:</b> <input type="checkbox"/> Infant (0 - 12 months) <input type="checkbox"/> Toddler (13-36 months) <input type="checkbox"/> Preschool (3-4 years) <input type="checkbox"/> Georgia's Pre-K (4 years) <input type="checkbox"/> School Age (5+ years) <input type="checkbox"/> Family Childcare	<b>*Business Primary Phone:</b>  <input type="text"/>
<b>*Business Email:</b>  <input type="text"/>	
<b>County of Business:</b>  <input type="button" value="Select Counties"/> <small>(if State of GA)</small>	
<b>Agreement checkbox</b>  <input type="checkbox"/> I acknowledge that I have received and reviewed the Substitute Teacher Agreement Policy. I agree to abide by the terms of Substitute Teacher Agreement Policy.	
<small>After completing your Substitute Teacher registration, you will be added to the GaPDS substitute teacher search. Please allow 10-20 minutes for the system to update with your information. If you need further assistance, please reach out to a Georgia Professional Development System Specialist at <a href="mailto:gapsd@decal.ga.gov">gapsd@decal.ga.gov</a>.</small>	
<input style="background-color: red; color: white; border: 1px solid red; padding: 2px 10px; border-radius: 5px;" type="button" value="Submit button"/> 	<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="Submit"/>

**Note:** Hover your mouse over the  to access additional information.

## Confirmation

After clicking on the Submit button:

- You will be added to the **Substitute Teacher Search Results** grid.
- A GaPDS Substitute Teacher Search Confirmation email will be sent to you where you can download and view the Substitute Teacher Agreement Policy.
- A copy of the confirmation email will also be sent to [gapds@decal.ga.gov](mailto:gapds@decal.ga.gov).



The screenshot shows an email confirmation page with the following content:

**GaPDS Substitute Teacher Search Confirmation**

**Name:** Flint Stone  
**PDS#:** 552383  
**Email:** flintstone@bedrock.com  
**Registration Date:** 08/11/2025

You have successfully registered to display in the Substitute Teacher Search.

**Additional Information:**

**IMPORTANT:** All individuals who complete the substitute teacher micro credential and are added to the GaPDS substitute teacher search are not considered employees of DECAL and should not represent themselves as such. It is the substitute teacher's responsibility to ensure all other criteria are met, including but not limited to receiving a satisfactory determination on a DECAL criminal records check, completing CPR/First Aid training, and completing any other criteria and trainings as determined by DECAL licensing regulations and/or prospective employers.

Please click the link to view and download the Substitute Teacher Agreement Policy: [Substitute Teacher Agreement Policy](#).

If you have any questions, please contact a Georgia Professional Development System Specialist at [gapds@decal.ga.gov](mailto:gapds@decal.ga.gov) or 404-267-2760.

Buttons at the bottom: Reply, Reply all, Forward.

A red callout box with the text "Download and review the Substitute Teacher Agreement Policy" has a red arrow pointing to the "Substitute Teacher Agreement Policy" link in the email body.

## Profile Update

Once your registration is complete, your substitute teacher information will be saved and accessible within the **My Account** section within GaPDS. You may update your details at any time by navigating to this area.

For instructions on modifying your information or opting out of the Substitute Teacher Search, please refer to the guide titled "How to Manage My Substitute Teacher Information".

This user guide was written with the assistance of Microsoft Copilot.