

**JODI L. SCOTT LORI LOVING** *Regional Superintendent of Schools Asst. Regional Superintendent of Schools*

## **OBTAINING A SHORT-TERM SUBSTITUTE TEACHER LICENSE**

A Short-Term Substitute license may be issued to an individual with at least 60 semester hours of completed college coursework or an Associate's degree. This license is valid until June 30, 2023 and cannot be renewed. Short-term subs cannot teach more than 5 consecutive days per licensed teacher and must complete a training program prior to subbing.

**Step 1: Create an Educator Licensure Information System (ELIS) account.** Visit <https://www.isbe.net/> and click "System Quick Links" at the top of the page. Click on "ELIS: Educator Licensure Information System," then choose "Login to your ELIS account" in the middle left of the page. Follow the steps to set up your ELIS account.

**Step 2: Submit an application** in ELIS. There will be an Action Center in the middle of your ELIS homepage. Underneath, there will be a link that says "Apply for Substitute License." ***Make sure to choose the Short-Term Substitute License or your license will not issue.*** An application fee (plus a processing fee) will be assessed electronically when the application is submitted. You will need a debit/credit card to complete this step.

**Step 3: Request official college transcript(s)** be sent to the Regional Office of Education. NOTE: Make every effort to have them sent electronically to Brittany Stegall at [bstegall@roe33.net](mailto:bstegall@roe33.net) as that will expedite the process of obtaining a license. Mailed transcripts may be sent to the address listed below:

Regional Office of Education #33  
Attn: Jodi Forrester/Brittany Stegall

105 North E Street, Suite 1  
Monmouth, IL 61462

NOTE: If you have recently graduated, you will want to be sure when ordering that you select to wait to send until your degree line has been added to the transcript.

**Step 4: Applicant must complete a fingerprint background check. Schedule an appointment by calling the ROE. The cost of the background check is \$50.** When you call the ROE, ask for either Jodi Forrester or Tammie Miller to schedule a background check. At your appointment, you will also complete a physical form (may have occurred within the last 3 months) and a school request form.

**Step 5: Register your issued license in ELIS.** There is no cost to register this license. You will register your license in ROE #33, Henderson/Knox/Mercer/Warren Counties. **Once registered, the license is valid until**

**June 30, 2023 and cannot be renewed.**

**Step 6: Attend required training.** Visit [www.roepd.net](http://www.roepd.net) to register for the next available Short-Term Sub Training offered by the ROE. Please note that there is a cost associated with this registration that you will be responsible to pay.

**Substitute Application Fee Reimbursement:** Applicants may be eligible for a partial reimbursement for the cost of the license application fee. The requirements are:

- Must have worked 10 full school days within one year of the issuance date of the license.
- Must apply for the reimbursement within 18 months of the issuance date of the license.

If you meet these requirements, please complete ISBE form 73-02: Substitute License Fee Refund Request found at <https://www.isbe.net/Documents/73-02-Substitute-License-Fee-Refund-Request.pdf>. **This form must be returned to ISBE by the school or district officials.** Forms submitted by the applicant or the ROE will not be honored.

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