

How to Become a Sub If You Do Not Already Hold Illinois Teacher Licensure:

If you do not currently hold a Professional Educator License you will need to apply online through ELIS to obtain a Substitute Teaching License. Applicants must hold a Bachelors degree from a regionally accredited college or university to qualify.

1. Create an account at www.isbe.net in the Educator Licensure Information System (ELIS)

To create/access your teaching account:

- 1.) Go to www.isbe.net
- 2.) At the top where it says "System Quicklinks" click on the dropdown arrow and choose "Educator Licensure Information System".
- 3.) On the far left directly underneath "Educator Access"- click where it says "Login to your ELIS account".
- 4.) Then click "Sign Up Now" on the left hand side.
- 5.) Enter the information it asks for then click continue. The login name you put in need to be somewhat unique, or it will reject it.

Click "Continue" again, and you should be in your account.

2. Bring in or mail an official transcript (in the **original unopened** envelope), showing a Bachelor's degree or higher, to ROE #53 at 414 Court Street, Suite 100, Pekin, IL 61554. To be considered official, transcripts must be submitted in the sealed envelope from the college or university or be sent directly by the institution. Transcripts received that are not in a sealed envelope from the university or sent directly from the university will be considered unofficial and cannot be used for evaluation purposes.
3. Once you have signed up for an account, and the ROE has your transcript, you may log in and choose 'Apply for a Sub License'.
4. A \$50 fee will be assessed electronically when the application is submitted (please have a credit card available). A convenience charge of about \$1.75 will be added before payment is finalized.
5. Once the license is granted-which can take several weeks at busy times of the year- it will say 'Issued' in your account. You must then register your license for the region you want to sub in by logging into your ELIS account and clicking 'Registration' in the Action Center. Registering your license will cost approximately \$51.75.

If you are going to be subbing as a “Freelance” sub (for more than one district), you will need to pay to be fingerprinted as a sub. (Whereas if you are subbing exclusively for one district, they may send you to be fingerprinted exclusively for them, and in that case they will cover the cost. Check with the district you plan on subbing for to confirm.) Please skip step 6 if you are being fingerprinted exclusively for one school district.

6. To substitute as a freelance sub throughout our Mason/Tazewell/Woodford region, you must possess the” Substitute Authorization” letter from a Regional Office of Education. You get this letter by being fingerprinted in our office. Fingerprinting costs \$57.00. You can call and schedule an appointment in advance at (309) 477-2290.
7. Applicant is fingerprinted and results are faxed directly to the ROE office. It can take 10-14 days (or longer) to get the results of the criminal background check.
8. Once the fingerprint results are received at the ROE, a substitute authorization form and the background check results will be mailed to the applicant. The applicant must provide the background check results to each school district so they can make a copy.
9. The last step would be obtaining a physical or statement of good health issued from a physician. The physical must be from within 90 days of employment.
10. If you sub for 10 full days or more within a one year timeframe from the time your sub license is issued (for sub licenses issued after July 1, 2017), you can apply for a refund of your application fee. Process is outlined below:

Educator must complete ISBE Form 73-02 “Substitute License Fee Refund Request” and have a district complete Part II:

- The form must be emailed to sub10refund@isbe.net by the school district that completes Part II of the form.
- Forms emailed by the educator will not be accepted.
- An educator may submit multiple forms to provide evidence of the total 10 full days if experience was earned at multiple districts.

Important Applicant Responsibilities:

- Take original physical/statement of good health from an appropriately licensed physician to each district so the district can make a copy of your originals for their files
- Take original state and federal fingerprint results to each district so district can make a copy of your originals for their files
- **Complete the ROE 53 Substitute Teacher Registration form** to be on the sub list distributed to districts. This is at: <http://goo.gl/y6aZy7>
- Register with the ROE 53 region through your ELIS account
- Complete all requirements for licensure (PEL for teachers or ELS those without teacher licensure) outlined by code/law
- Maintain licensure registration and renewal