



# Regional Office of Education

## Mason-Tazewell-Woodford Counties

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## LONG-TERM SUBSTITUTE TEACHER APPROVAL

To be eligible as a long-term substitute teacher, an individual needs to hold ONE of the following credentials:

1. A valid substitute teaching license
2. A valid Professional Educator License (PEL)
3. A valid paraprofessional license and a bachelor's degree if subbing for a teacher (If subbing for another paraprofessional position, only a paraprofessional license is required-  
-no bachelor's degree necessary)

If a long-term sub is required because a contracted teacher cannot currently teach (e.g., maternity leave, medical leave, personal emergency, etc.), someone subbing on a substitute license or a paraprofessional license can sub for up to 90 school days for any one teacher; an individual subbing on a valid PEL can sub for up to 120 school days for any one teacher.

If the position does not have a regularly contracted teacher (e.g., a teacher has retired, a position has not been filled, etc.), ANY long-term sub can ONLY sub for up to 30 days for that teacher per Illinois School Code 105 ILCS 5/21B-20, sub section 3, available for review here:

<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?ActID=1005&ChapterID=17&SeqStart=145600000&SeqEnd=151900000>