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Regional Superintendent of Schools

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Asst. Regional Superintendent of Schools

OBTAINING A SUBSTITUTE TEACHER LICENSE

A substitute teaching license may be issued to an individual who holds a Bachelor's degree or higher from a regionally accredited institution of higher learning.

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 a Substitute License." 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 Marian Hjelmgren at mhjelmgren@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/Marian Hjelmgren
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. A registration fee will be assessed electronically when the registration is completed. You will need a debit/credit card to complete this step. You will register your license in ROE #33, Henderson/Knox/Mercer/Warren Counties via your ELIS account. Once registered, the license is valid until June 30 immediately following five years of the endorsement being issued and may be renewed.

Substitute Registration Fee Reimbursement:

Applicants may be eligible for a reimbursement for the cost of the license registration 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.