

SHORT-TERM SUBSTITUTE LICENSE

REQUIREMENTS

1. Must hold an Associate's degree or higher from a regionally accredited institution of higher education or show completion of 60 semester hours of coursework.

*Notes:

- Valid for substitute teaching in all grades of the public schools, prekindergarten through grade 12.
- Short-Term Substitute licenses are valid until June 30, 2023, and may not be renewed.
- Cannot teach more than 5 consecutive days per licensed teacher.
- Must complete a training program provided by the school board.
- ROE #12 offers training sessions quarterly. Check the website for training by clicking: [Professional Development from ROE #12](#)
- Cannot serve as a Paraprofessional.

In addition to the Short-Term Substitute license, most districts also require the ROE #12 Short-Term Substitute Authorization. Pick up a packet at one of the ROE offices or click [Substitute Teacher Authorization Packet](#)

If you hold a bachelor degree from a regionally accredited college you should apply for the Substitute License.

In order to significantly expedite the issuance of your Short-Term Substitute License, please follow these steps.

1. **Request your college** (must be a regionally accredited institution) send an official transcript of your associates degree or 60 semester hours of college credit by e-mail to afrohning@roe12.org or in a sealed envelope to:

**ROE #12
204 W. Washington, Suite 3
Newton, IL 62448**

If your transcript is under a different name than your ELIS account, please contact the ROE with this information. The ROE will scan the transcript into your ELIS account for ISBE evaluators to access during the evaluation.

2. **Create an ELIS account if you do not have one.** Skip this step if you already have an ELIS account.
 - a. Log into the State Board's website www.isbe.net
 - b. Click on TEACHERS
 - c. Click on Log Into ELIS button
 - d. Next screen under Educator Access click on Login to your ELIS account
 - e. Next screen click on "Sign Up Now" box on left hand side of page
 - f. Next screen enter information to create new login and password for ELIS
 - g. Next screen click on "Continue" box
3. **After the ROE has uploaded the transcript,** you can apply for the Short-Term Substitute License
 - a. Log into your ELIS account
 - b. On the home page there will be a choice to [apply for a Short-Term Substitute License \(STS\)](#)
The application fee will be \$25.00 plus a convenience charge
4. **Check your ELIS account to see when your license is issued.** Once it is issued you must register the license to make it valid. There will be an icon on your home page that indicates you have a license to register. Click on that icon and complete the registration process. There is no fee to register your Short-Term Substitute License.