

# SUBSTITUTE LICENSE

## REQUIREMENTS

1. Must hold a bachelor's degree or higher from a regionally accredited institution of higher education.
2. Valid for substitute teaching in all grades of the public schools, prekindergarten through grade 12

**\*Note:** Substitute licenses are valid for 5 years, and may be renewed with the payment of registration fees.

*If you currently hold a valid Professional Educator License or an Educator License with Stipulations and a bachelors degree. You do not need to apply for the Substitute License.*

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

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

1. **Request your college** (must be a regionally accredited institution) send an official transcript of your bachelors (or higher) degree by e-mail to [afrohning@roe12.org](mailto:afrohning@roe12.org) or in a sealed envelope to:

**ROE #12  
204 W. Washington St.  
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](http://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 Substitute License
  - a. Log into your ELIS account
  - b. On the home page there will be a choice to apply for a Substitute License (SUB)  
The application fee will be \$50.00 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. The fee will be \$60 plus a convenience fee to register for the current year plus a five year cycle. (\$10 per year)