

Steps to Become a Substitute for District 205

This is meant to be a guideline for the process and may not be all inclusive.

-Contact the DuPage ROE to start the process to obtain a license-
cert@dupageroe.com or 630-407-5800

- All Certified Substitutes must have a valid, registered Professional Educator License (PEL), Substitute License (SUB), or Short Term Substitute License (STS).
- All Non-Certified Substitutes (who do not hold a PEL or SUB license) must have a valid, registered PARA License.

You will be required to provide an official transcript. To be considered official, a transcript must arrive at the Regional Office of Education in a sealed envelope that you have not opened, just as you received it from your college or university. Universities can send transcripts directly to our office via mail or electronic transcript. For more information about transcripts please contact Licensure at 630.407.5800(Taken from the DuPage ROE Website).

How to Get your License:

1. *Login to the Educator Licensure Information System at www.isbe.net/ELIS*
2. *From the Action Center, select “apply for a substitute or a short term substitute license.”*
3. *Complete application and pay fee*
4. *Your institution must submit your official transcripts to the DuPage Regional Office of Education(ROE) or to transcripts@isbe.net.*
5. *The Illinois State Board of Education will issue your license automatically once they verify your transcript.*
6. *Register your license in ELIS. You will now have a valid license for employment.*

Click here to be linked to the Illinois State Board of Education licensing requirements

-Apply on the District 205 website:

Go to the main [District page](#), click on Opportunities/job opportunities/Start an application for employment or Continue/modify my application for employment. If you don't already have an account you will need to create one. Apply to job posting #1010 Substitute teacher- District (PEL, SUB or STS license required) or #4558 District Substitute -Educational Assistant(PARA license required).

Once we review your application, you will be contacted by phone and/or email with instructions and sent electronic onboarding forms. At that time you will be asked to provide some additional documentations including:

- Certified, unopened transcripts(we are required by the state to also have a certified set of transcripts in addition to the set you provided the state)
- Fingerprints/background check(performed at the D205 District office)
- Two(2) letters of recommendation dated within the last two years
- Completed statement of Physical fitness signed by a Physician(District issued form)
- GCN online training tutorials completed

You will be required to attend a sub orientation(currently remote). Once all of this is completed and we have all required information. You will be set up in our system as a District 205 Substitute and you will gain access to our substitute vacancies. At that point you will be able to select daily sub openings and fill them.