

ELIS - HOW TO APPLY FOR A SUBSTITUTE LICENSE

Applications must be completed online in the ELIS program located on ISBE's website at:

<https://sec3.isbe.net/IWASNET/login.aspx>

Requirements:

- Must hold a bachelor's degree or higher from a regionally accredited institution of higher education. Official transcripts must be submitted to the ROE as detailed below *
- License is valid for substitute teaching in all grades of the public schools, PreK to grade 12.
- NOTE: Sub licenses are valid for 5 years and may be renewed with payment of registration fees.
- If you hold a valid Professional Educator License or Educator License with Stipulations that requires a bachelor's degree for issuance, you are qualified to be a substitute teacher. You do not need to hold a substitute license as well.

Fees:

\$50 application fee

\$60 registration fee to register the license for the remaining current fiscal year plus 5 full years

Process:

Once you have created an account and are logged into ELIS this will be your home page. On the home screen you will see a section titled **WHAT DO YOU NEED TO DO?**

Click on **APPLY FOR A SUBSTITUTE LICENSE** and follow the steps through to apply for the license

Once the license has been issued, ISBE will send you an email to notify you that there has been a change to your ELIS account. Your next and final step is to log back into ELIS and register the license in Peoria County.

Once you are logged in and on your home page, you should see an **ACTION CENTER** box and the word **REGISTRATION** will be in bold blue. Click on that word and follow the steps through to register the sub license.

***Note:** To be official, transcript must be submitted in an envelope sealed by the college or university or be sent directly by the institution. Transcripts received that are not in a sealed envelope from the university or not sent directly from the university will be considered unofficial and cannot be used for evaluation purposes. Transcripts can be sent electronically to the email address listed below if they are sent directly from the college or university and not from the applicant.

Submit your documentation to the address below:

Regional Office of Education
324 Main Street, Room 401
Peoria, IL 61602
Email: jyoder@peoriacounty.org