

DuPage County Substitute Teachers

LICENSURE:

If you want to be a Substitute Teacher in Illinois, you must hold a valid educator license. The qualifying licenses for Substitute Teaching are:

- Professional Educator License,
- Substitute Teaching License
- Paraprofessional License (must have a bachelor's degree on file)

NOTE: If you hold a valid professional educator license or educator license with stipulations that required a bachelor's degree for issuance, you are qualified to be a substitute teacher. You do not need to hold a substitute teaching license.

FEES:

The total amount for the SUB license is \$110, plus a processing fee.

The application fee for the Substitute License is \$50.00 (+ processing fee). The license application will remain open for at least 2 full calendar years after the initial evaluation. If all requirements are met within that time frame the license will be issued. The issued license is not considered valid until it is registered in an Illinois County. The fee to register a license is \$10 per year (+ the processing fee).

TO APPLY: You will need to set up an account on ELIS (Educator Licensure Information System)

- See Instructions on back

DOCUMENTS REQUIRED FOR EVALUATION: After you have applied, you will need to submit:

- Official Transcript(s) showing a bachelor's degree or higher conferred (Should be submitted to ROE)
- See information on back

CRIMINAL BACKGROUND CHECK:

Keeneyville District 20 will conduct a background check of each substitute teacher through Hanover Park, at no charge.

DuPage Regional Office of Education,
Licensure Division
421 N. County Farm Road Wheaton, IL 60187
630-407-5800
cert@dupageroe.org

TO SET UP/LOG IN TO ELIS (Educator Licensure Information System) ACCOUNT:

- Go to www.isbe.net
- On the top left hand side of the screen click on *Log Into ELIS*
- Click on the *Login to your ELIS Account* in the *Educator Access* section

Returning User

- Input your *Login Name* and your *Password* then click *Log In* (If you do not know your username or password, click on Find Login/Password. Enter your Login name to recover your password and enter your email address to recover your Username. Once you have answered your security question, your password will be emailed to you. If you are still unable to log in to your account, or can't recover your password, you will need to contact ISBE Help Desk: 217-782-4321)

Initial Set Up

- Click on the *Sign Up Now* link found on the left-hand side of the menu
- Enter the required information in the signup form, choosing a Login Name, Password, and Secret(security) question/answer. *Please write down and save this information as you will need it to login into your account.*
- Click *Continue*, verify the information, and click *Submit*. Your account is now set up with the Login and Password, click *Continue* to get to your Home Page.

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TO APPLY FOR THE SUBSTITUTE LICENSE:

- On your Home Page, click on " Apply for Credential" and choose Substitute License (SUB). Follow the steps in the application wizard.
- The application fee is \$50 + the processing fee and is payable via credit card online only.

SUBMITTING DOCUMENTS TO ROE:

Supporting documents may be submitted to the ROE to be uploaded into your ELIS account. They are:

- **Transcripts:** Official from a regionally accredited institution, showing a minimum of a bachelor's degree.
- **Foreign Evaluations:** Official from an ISBE-approved evaluation company, showing a US equivalent of a minimum of a bachelor's degree. Please check here for a list of ISBE-approved companies:

<https://www.isbe.net/Documents/foreign-cred-eval-svcs.pdf>

Official sealed documents may be mailed to or brought into the ROE. If brought into our office, we can authenticate them, scan them, and return them to you.

Alternatively, if a school or foreign evaluation company offers e-script (or electronic transcript service), they may be sent from the school or foreign evaluation company to transcripts@dupageroe.org

TO REGISTER SUBSTITUTE LICENSE AFTER ISSUANCE:

- Log into your ELIS account.
- On your Home Page, click on "Registrations" in your action center, and follow through the steps in the wizard.
- The registration fee is \$10 per year + processing fee and is payable via credit card. Your license must be registered before it is valid. You will be registering your license for the entire cycle.
- The license is renewable when it expires; you will be paying the next cycle's registration fees at that time.

SUBSTITUTE FEE REIMBURSEMENT

ISBE is now offering a reimbursement of application fees to qualifying applicants.

To Qualify:

- Your SUB license issuance date must be later than July 1, 2017
- You must work at least 10 full school days within one year of your issuance date. You must apply for reinstatement within 18 months of license issuance.
- If you meet these requirements, please have your district complete form 73-02: Substitute License Fee Refund Request - <https://bit.ly/3nGfAQ7>. This form must be returned to ISBE by the school or district official. *Forms submitted by the applicant will not be honored.*