

## Substitute and Paraprofessional License Application Checklist

This checklist is a resource for educators to use when applying for a Substitute or a Paraprofessional License. Upon evaluation, additional documentation may be requested by ISBE prior to the license being issued.

Additional information regarding requirements can be found on the [ISBE Requirements webpage](#).

<input type="checkbox"/>	<b>Create an Account</b>	Create an account in the Educator Licensure Information System (ELIS).	<a href="https://www.isbe.net/elis">https://www.isbe.net/elis</a>
<input type="checkbox"/>	<b>Apply for Licensure</b>	Apply for the applicable license in your ELIS account.	<a href="https://www.isbe.net/elis">https://www.isbe.net/elis</a>
<input type="checkbox"/>	<b>Submit Transcripts*</b>	<p><i>A transcript is required for a Substitute License.</i></p> <p><i>A transcript is required for a Paraprofessional License if qualifying with college coursework.</i></p> <p>Request an official transcript from a regionally accredited institution. Transcripts must be sent directly from the college/university to ISBE.</p>	<p><a href="mailto:transcripts@isbe.net">transcripts@isbe.net</a></p> <p><b>OR</b></p> <p><a href="#">Regional Office of Education/Intermediate Service Center</a></p> <p><b>OR</b></p> <p>Illinois State Board of Education Educator Effectiveness E-240 100 North First Street Springfield, IL 62777</p>
<input type="checkbox"/>	<b>Submit Diploma and Test Scores</b>	<p>Provide a copy of your high school diploma or its equivalent <b>and</b> your ETS Parapro or ACT WorkKeys score report.</p> <p><i>This is only a requirement for the Paraprofessional License if the applicant does not have the required college coursework.</i></p>	<a href="mailto:licensureforms@isbe.net">licensureforms@isbe.net</a>

\* International transcripts must be evaluated by an [ISBE-approved foreign credential evaluation service](#) and sent directly from the evaluation service to ISBE.

UPDATED 1/2023