



## **DUPAGE COUNTY SUBSTITUTE TEACHERS – STS License** (updated 8.2023)

**A Short-Term Substitute (STS) license may be obtained by individuals with an associate degree or higher from a regionally accredited institution of higher education or by showing completion of 60 semester hours of college coursework (all coursework must be 100, or 1000 level).**

- STS license is valid for substitute teaching in all grades of public schools.
- STS license is available for application through June 30, 2028.
- STS license is valid until June 30, 2029, and may *not be renewed*.
- STS license holders can teach every day of the school year but cannot be assigned more than 5 consecutive days in the same assignment for the same teacher.
- STS license holders must complete a training program prior to being able to work on the license.

If you hold the ELS(PARA) and have an associate degree in ELIS, you can serve as an STS (Short-Term Sub) without getting the STS license. You are subject to the same restrictions (require training, 5-day limit, etc.).

If you have a bachelor's degree or higher you are qualified for the traditional SUB license. It is to your benefit to apply for that license instead of the STS. Contact our office if you need more information on the SUB license.

### ***FEEs: Total \$25 (+ processing fee)***

The application fee for the STS license is \$25.00 (+ processing fee). There is no fee to register the license, but the step must be completed before the license is valid for employment.

### ***To Apply***

You will need to set up an ELIS (Educator Licensure Information System) account. Everything regarding the license is done online in your account.

See instructions on the back

### ***Documents Required for Evaluation***

After you have applied, you will need to submit the following documents.

- Official Transcript(s) showing 60 hours of college credit and/or an Associate degree from a regionally accredited institution. (For the fastest processing, documents should be submitted to ROE, not ISBE)

### ***Criminal Background Check***

DuPage County does not have a *master sub* list. Each DuPage County school district does its own hiring. Each employing district requires a background check dated within 90 days prior to beginning employment as a substitute.

***Keeneyville District 20 offers the required background check for no charge.***

## ELIS (Educator Licensure Information System) ACCOUNT

1. Go to [www.isbe.net](http://www.isbe.net)
2. On the top left-hand side of the screen click on *Log into ELIS*
3. Click on the *Login to your ELIS Account* under *Educator Access*

### Initial Setup

1. Click on the *Sign Up Now* link found on the left-hand side of the menu
2. 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 in the future.*
3. 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.

### 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 into your account, or can't recover your password, you will need to contact ISBE Help Desk: 217-782-4321)

### How to Apply

1. On your Home Page click on "Apply for Credential" and choose Short-Term Substitute (STS) license. Follow the steps in the application wizard.
2. The application fee is \$25 + 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)

- **Transcript(s):** Official from a regionally accredited institution, showing a minimum of an associate degree, or completion of 60 hours of college coursework (all coursework must be at/above basic, non-remedial level).
- **Foreign Evaluations:** Official from an ISBE-approved evaluation company, showing a US equivalent of a minimum of an associate degree, or 60 hours of college coursework. 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](mailto:transcripts@dupageroe.org)*

**WE CAN NOT ACCEPT TRANSCRIPTS THAT HAVE BEEN OPENED OR FORWARDED ESCRIPTS**

### Registering License After Issuance

**(There is no fee to register the license, but the step must be completed before the license is valid for employment)**

1. Log into your ELIS account.
2. On your Home Page click on "Registrations" in your action center and follow through the steps in the wizard.
3. To register in DuPage County, choose 19 – DuPage ROE.
4. Your license must be registered before it is valid for employment. You will be registering your license for the entire cycle.
5. The license will be valid until June 30<sup>th</sup>, 2029, and may not be renewed.

### Substitute Fee Reimbursement

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

- Your STS license issuance date must be later than July 1, 2017
- You must work as a substitute teacher for 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.*