



How to Obtain a Substitute License

This guide was put together for your convenience using information publicly available on the Illinois State Board of Education website.

Requirements:

In order to qualify to obtain a substitute license, you must hold a bachelor's degree or higher from a regionally accredited institution of higher education.

Need to Know Facts:

- ◆ SUB Licenses are valid for substitute teaching in all grades of public schools, prekindergarten through grade 12.
- ◆ Substitute licenses are valid for 5 years
- ◆ Licenses are renewed with the payment of \$50 registration fee. This fee can be reimbursed by ISBE once you substitute teach for 10 or more days after receiving your license. Contact your Regional Office of Education for more details once you receive employment.

Follow these steps:

- 1. **Create an Account:** Create an account in the Educator Licensure Information System (ELIS)
<https://www.isbe.net/elis>
- 2. **Apply for Licensure:** Apply for the applicable license in your ELIS account. From the Action Center, select "Apply for a substitute or short term substitute license" <https://www.isbe.net/elis>
- 3. **Complete the Application and pay Reimbursable Fee.**
- 4. **Submit Transcripts:** Request official transcripts from your college/university and have them sent directly to ISBE via email transcripts@isbe.net OR by Mail to:

Illinois State Board of Education
Educator Effectiveness E-240
100 North First Street
Springfield, IL 62777
- 5. **Wait to Receive License:** ISBE will issue your license automatically once your transcripts are received and verified.
- 6. **Register your License:** Register your license in Elis, there will be a \$60 registration fee. In order to substitute at RLAS 116, all licenses must be registered with ROE 34.

You now have a license valid for employment!