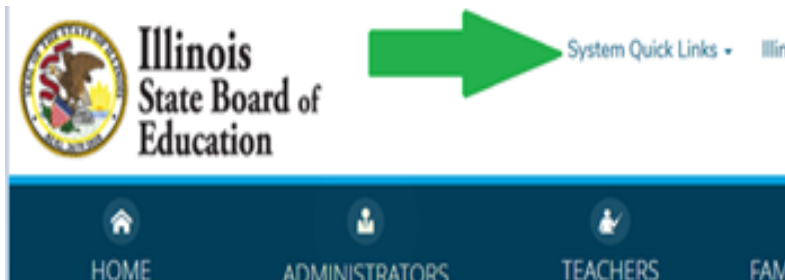


HOW TO APPLY FOR A SUBSTITUTE LICENSE

To apply for a substitute license, please follow the steps below (**USE FIREFOX – Do NOT use Google Chrome!**):

To Create/Access Your ELIS Account:

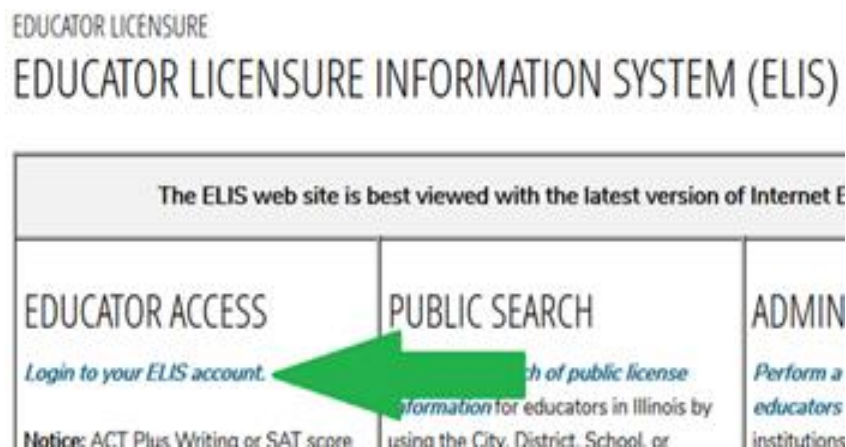
1. Go to www.isbe.net and click “System Quick Links” at the top of the page



2. Click “ELIS: Educator Licensure Information System”



3. Under “Educator Access,” click “Login to your ELIS account”



4. Log in or create an ELIS account:

- A. If you are making your first application for an Illinois educator credential, please click “Sign Up Now” from the menu at the left of the login page

Illinois State Board of Education
Darren Reisberg, *Chairman* Dr. Carmen I. Ayala, *State Superintendent of Education*

IASBE Home
Home
Sign Up Now
Get Password
Contact ROE
Help
IWAS User Guide
IWAS Training Video
[About SSL Certificates](#)

ELIS for Educators Account Sign Up

Required

First Name
Last Name
Date of Birth mm/dd/yyyy

Enter either SSN or IEIN

Social Security Number No hyphens
OR
IEIN

Login Name
Password
Confirm Password
Email Address
Secret Question
Answer
Broadcast Email YES -- Send system messages to the above email address
Email Type HTML

Continue >> Cancel

5. **After you have created your account (not before)**, submit your official, sealed transcripts to our office at the address below (transcript must show a Bachelor’s degree or higher has been conferred; **your university must be regionally accredited**)

- A. If your university offers an electronic transcript option, please have it sent to us directly at: licensure@s-cook.org (we cannot accept electronic transcripts that have been sent to the student)
- B. Paper transcripts can be mailed from the university to our office (transcripts mailed from the university will not be returned to the applicant)

To Apply for your Substitute License:

(DO NOT APPLY BEFORE YOUR OFFICIAL TRANSCRIPT AND DEGREE ARE POSTED TO ELIS!)

1. Click “Apply for a Credential” located below the Action Center on your ELIS Home page:



2. Complete the application wizard to apply for the Substitute License (**\$50 application fee + processing fee**)
3. You will receive an email notification when your new license has been issued
 - Once your license has been issued, you must register your license in the region in which you will be working; **your license is not valid until it is registered!**

After your license has been issued: To register your license:

1. Log in to your ELIS account
2. Click “Registrations” in the Action Center located in the center of your ELIS Home page:



3. Complete the registration wizard to register your license in **Region 07 – South Cook ISC**
 - **Your registration fee will be \$60 + processing fee**