LICENSE RENEWAL HOW-TO:
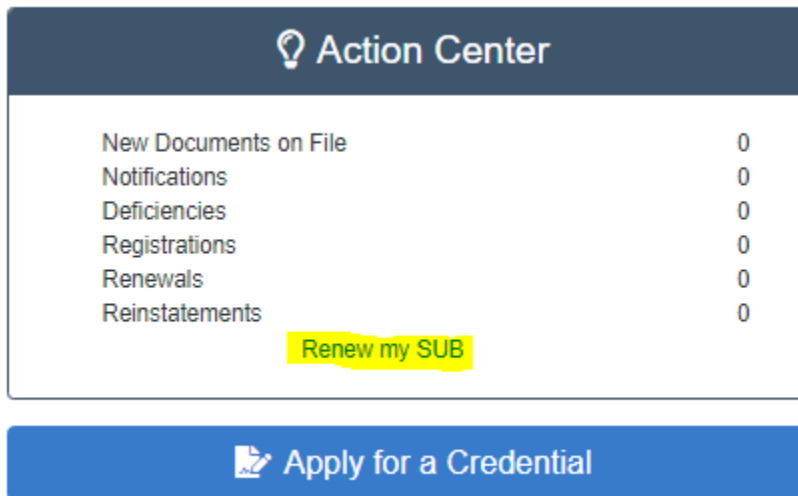## Substitute (SUB)
Paraprofessional (ELS-PARA)

Your Illinois educator license must be renewed and registered by June 30, 2024. You may login to your Educator Licensure Information System (ELIS) account to renew your license beginning April 1, 2024.

To renew and register your **substitute teaching** or **paraprofessional license, follow the steps below. Failure to renew and register the license by June 30, 2024 will cause it to be changed to an Invalid status.**

You can still renew the license at any time. However, if you renew and register your substitute teaching or paraprofessional license after June 30, you will receive a new license cycle.

1. **Login to your ELIS account** (https://apps.isbe.net/iwasnet/login.aspx).

2. **Click on "Renewals" in the Action Center**

3. ELIS will lead you through the renewal steps which include answering legal background questions.

SUB - Substitute Teaching License Renewal

Legal Questions   Choose Region   Submit Payment

Please answer the following required questions of the Criminal History Disclosure Statement.

○ Yes   ○ No   Has your license or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked in Illinois or any other state?

○ Yes   ○ No   Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? *(You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)*

○ Yes   ○ No   Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state,or are you subject to pending criminal charges for any sex, narcotics, or drug offense (whether felony or misdemeanor) in Illinois or any other state? *(You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)*

○ Yes   ○ No   Have you failed to (a)file an Illinois tax return, (b)pay the interest, penalty, or tax shown on an Illinois filed return, or (c)pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?

○ Yes   ○ No   Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare?
(Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)

○ Yes   ○ No   Are you currently more than 30 days delinquent in complying with a child support order?
No, I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.
Yes, I am currently more than 30 days delinquent in complying with a child support order.

○ Yes   ○ No   **I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.**

Cancel   Next

4. **Select the appropriate region.**

   Click Next at the bottom of the page.

SUB - Substitute Teaching License Renewal

Legal Questions — Choose Region — Submit Payment

Region

Please select the primary region in which you would like to register your license and click the "Next" button. You will have an opportunity to add additional regions at no charge in the "Credentials" section.

01 - Adams/Brown/Cass/Morgan/Pike/Scott
03 - Bond/Christian/Effingham/Fayette/Montgomery
04 - BOONE/WINNEBAGO ROE
05 - Region 05 North Cook ISC 1
06 - Region 06 West Cook ISC 2
07 - Region 07 South Cook ISC 4
08 - CARROLL/JO DAVIESS/STEPHENSON ROE
09 - CHAMPAIGN/FORD ROE
11 - CLK/CLS/CMBN/DGLAS/EDGR/MLTR/SHLB
12 - CLAY/CWFORD/JSPER/LWRNCE/RHLAND
13 - Clinton/Jefferson/Marion/Washington
15 - CITY OF CHICAGO
16 - DE KALB ROE

Previous	New Region
02	If you work in Union, Alexander, or Pulaski County, choose Region 30. If you work in Johnson or Massac County, choose Region 21
10	Choose Region 03
22	Choose Region 26
25	If you work in Jefferson County, choose Region 13. If you work in Hamilton County, choose Region 20
27	Choose Region 33
38	If you work in Logan County, choose Region 17. If you work in Menard County, choose Region 51. If you work in Mason County, choose Region 53
43	If you work in Woodford County, choose Region 53. If you work in Putnam or Marshall County, choose Region 35
46	Choose Region 01
55	Choose Region 47

Previous — Cancel — **Next**

5. **Answer "YES" to the Professional Development Disclosure Statement questions.** *SUBs and PARAs do not require professional development and you will NOT be asked to submit documentation to ISBE.*
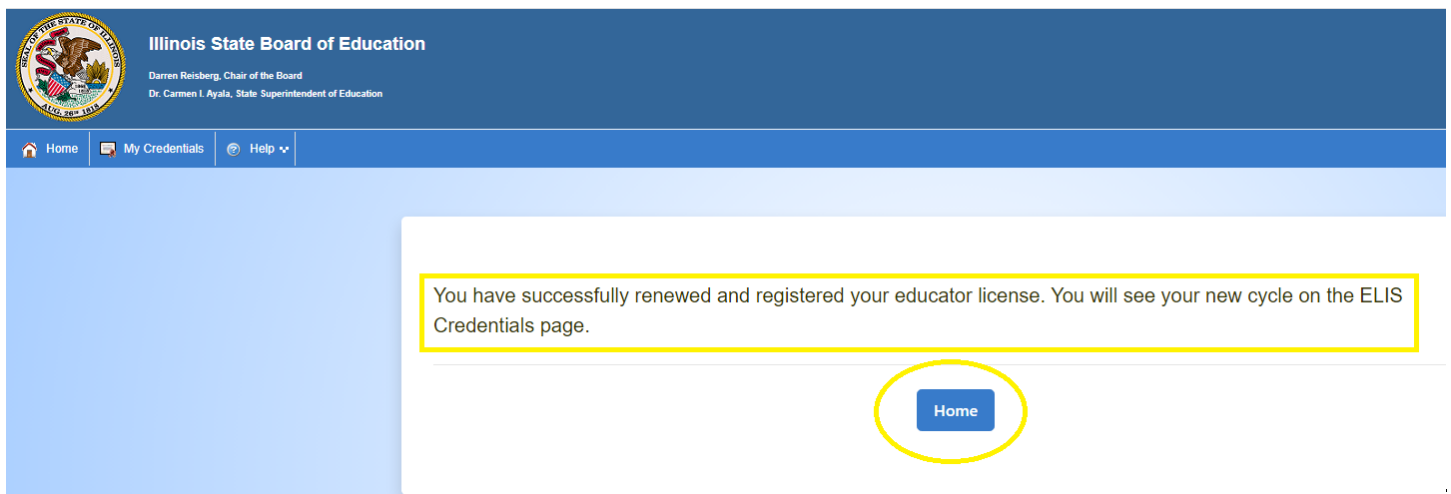
6. **Enter a credit/debit card to pay the applicable registration and handling fees.**

   ❖ **Registration fees are:**
      o **$10 per year for Subs, i.e. $50 per five-year cycle for a Sub**
      o **$5 per year for PARAs, i.e. $25 per five-year cycle for a PARA**

   Click Submit Payment.

7. Click Home to take you back to your ELIS Home Page.

➤ Please visit the Renewal page on our website at https://www.isbe.net/Pages/Educator-Renewal.aspx, for additional information regarding specific renewal requirements.

➤ If you encounter a problem or have additional questions about renewal or registration, please contact your Regional Office of Education using this link https://www.isbe.net/Pages/contact-licensure.aspx.