How Do I Apply for a Substitute Teacher License?

What degree do you have?

Bachelor's Degree

Great! You can apply for a **regular Substitute Teacher** license.

Send your official transcripts to Kimberly at licensure@roe35.org

Create an ELIS account at ISBE.net

Apply for the substitute license.

Register your license once it is issued.

Associate's Degree or 60+ semester hours of college coursework

Great! You can apply for a **Short Term Substitute Teacher** license.

Send your official transcripts to Kimberly at licensure@roe35.org

Create an ELIS account at ISBE.net

Apply for the short term sub license.

Register your license once it is issued.

I have my license and it is registered. Now what?

Are you applying for a ROE35 sub authorization?

Sub authorization allows you to work in any district in our service area without needing to complete multiple background checks.

No. I am being hired by one district directly.

Call your employer and let them know you have your sub license. Complete all necessary employment paperwork and background checks.

You're ready to work!

Yes!

Download and complete the appropriate sub authorization packet:

- Bachelor's
- Associate's or 60+ credit hours
- PEL

Schedule a fingerprint background check with our office by calling (815) 434-0780

Receive your sub authorization in the mail.

You're ready to work!