



Steps for Substitute License Application

- Log on to: www.isbe.net (Do not use Chrome and cannot use tablet or phone))
- Click on Teachers (top of page)
- Click on Log in to ELIS Educator Access
- Click on Log in to your ELIS account
- Click on Sign Up Now on the left side of the page

Once you fill in all of the required fields, you will click to continue. Once logged into ELIS, you will apply for a Substitute License and follow the application wizard. The application fee is \$50 and you will use a credit/debit card. **If you already have a Professional Educator License, it is not necessary to apply for a Substitute License.**

Once you pay the **\$50** application fee you will need to do the following:

- Request an official transcript in a sealed envelope be sent to the Regional Office of Education #26, 130 S. Lafayette, Suite 200, Macomb, IL 61455 OR you may bring an official transcript to our office but it must be in a sealed envelope.
- After ISBE issues your license you will log back in to your ELIS account and pay the **\$60** registration fee. This license is good for 5 years.

In order to be placed on our Substitute List you will need the following:

- Fingerprint/Background Check, which we do at the ROE in Macomb. Cost is **\$65**. (no checks)
Hours: Monday – Friday 8 - 11:00 a.m. and 1:30 – 3:00 p.m. **Please call for an appointment.**

You may also have your fingerprint/background check done at the Sheriff's Dept. in Lewistown but please call Lori (309-518-4017) or Deb (309-518-4146) first to set up an appointment.

- Statement of Good Health from physician/TB test within the past 90 days
- Sign a Mandated Reporter
 - We recommend you complete the online training at:
<https://mr.dcfstraining.org/UserAuth/Login!loginPage.action>

Once all of these steps have been completed and your criminal background information has cleared, you will be issued a Substitute Authorization. You are then placed on our Substitute List and you may take this authorization to the school districts you wish to substitute for. Please go to our website for a listing of all our schools. www.roe26.net. Call Lynn (309-575-3229) with any questions.

Substitute Guidelines 18-19