



Short Term Substitute License Application

Requirements

- Must hold an Associate degree or higher from a regionally accredited institution of higher education or show completion of 60 semester hours of coursework.
- Valid for substitute teaching in all grades of the public schools, prekindergarten through grade 12.
- Short-Term Substitute licenses are valid until June 30, 2023 and may not be renewed.
- **Cannot teach more than 5 consecutive days per licensed teacher.**
- Must complete a training program approved by the school board.
- Cannot serve as a Paraprofessional.
- 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 (sealed envelope)

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 the required fields, you will click to continue. Once logged into ELIS, you will click to apply for a Short Term Substitute License and follow the application wizard. The application fee is **\$25** and you will use a credit/debit card.

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**.
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 a physician/TB test within the past 90 days
- Sign a Mandated Reporter Form
 - 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.