



Steps for Substitute License Application

Here you will find the links to requirements for Substitute and Short Term Substitute teaching:
<https://www.isbe.net/Pages/Educator-Licensure-Requirements.aspx>

If you already have a Professional Educator License, you DO NOT need to apply for a Substitute Teaching License.

You will use ELIS (Educator Licensure Information System) to apply for and register your license. Here are the steps to create an ELIS account:

- Go to www.isbe.net ISBE recommends using Internet Explorer or Firefox. Do not use your phone or iPad.
- Click on “Teachers”
- Click on “Login to ELIS”
- Click on “Login to your ELIS Account”
- Click “Click here for first time access to the ELIS system” on the right hand side of the page and follow the instructions for setting up the account.
- Once logged in to ELIS, you will apply for the Substitute License you are interested in and follow the application wizard
- After your license is issued you will log back into your ELIS account and register the license by clicking on “Registrations” and following the prompts. (your license will not be issued until ISBE has your official transcripts showing a bachelors (Substitute Teacher) or associates (Short Term Substitute Teacher) degree)
- A debit or credit card is required for all application and registration payments.

Additional Information:

- Provide the Regional Office with an official copy (in a sealed envelope from the college/university) of your transcript. If you would like us to receive an electronic copy from the college please give either Lindsay Douglas (309-575-3229) in Macomb or Lori Warden (309-518-4017) in Canton a call before requesting the electronic transcript.
- You will need to be fingerprinted through the Regional Office and the fee is \$70.00 cash only. For details on being fingerprinted in Macomb, please contact Lindsay Douglas (309-575-3229) or for details on being fingerprinted in Canton, please contact Lori Warden (309-518-4017).
- You will also need proof of a work type physical and a negative TB test. If you’ve had either of these 90 days prior to your application date, we will accept them.
- You will be asked to sign a Mandated Report – we recommend you complete the online training at: <https://mr.dcfstraining.org/UserAuth/Login!loginPage.action>
- There is some additional informational paperwork you will also be asked to fill out at the time of fingerprinting.

Once all of these steps have been completed and your fingerprinting has cleared, you will be issued a Substitute Authorization. You are then placed on our Regional Substitute Teacher list and you may take this authorization to the school districts you are interested in substituting for. Please call Lindsay Douglas (309-575-3229) in Macomb with any questions.