



SUBSTITUTE TEACHING LICENSURE

In order to work as a Substitute Teacher you need to have **ONE** of the following credentials:

- Substitute Teaching License (**NOT** a Short Term Substitute License).
- Professional Educator License (PEL) with any type of endorsement; or

FREQUENTLY ASKED QUESTIONS

What are the requirements to get a Substitute Teaching License?

- You qualify for a Substitute Teaching License if you hold a bachelor's degree or higher from a regionally accredited college/university.
- Your degree can be in any field. It does not have to be in education.

How do I know if my college or university is regionally accredited?

- Check the website of the institution to verify the accreditation.

What are the acceptable regional accrediting bodies?

- The Illinois State Board of Education (ISBE) accepts accreditation from these regional accrediting bodies:
 - The Higher Learning Commission of the North Central Association of Colleges and Schools.
 - Middle States Association of Colleges and Schools.
 - New England Association of Colleges and Schools.
 - Northwest Association of Colleges and Schools.
 - Southern Association of Colleges and Schools.
 - Western Association of Colleges and Schools.

What if my degree is from a technical or trade school/college?

- Check the website of the institution to verify the accreditation.
- Most technical or trade institutions have national or career/vocational accreditation only.
- If the institution does not have regional accreditation, you do not qualify for a Substitute Teaching License.

What if my degree is from outside of the United States (U.S.)?

- You will need to get your transcripts/diploma evaluated by a professional evaluation company. This company can determine the equivalent semester hours and degree(s) in the U.S. educational system.
- If you have the equivalent of a U.S. bachelor's degree or higher from an equivalent of a regionally accredited institution in the U.S. then ISBE should issue a Substitute Teaching License.
- See this list of the foreign evaluation companies that have been approved by ISBE: <https://www.isbe.net/Documents/foreign-cred-eval-svcs.pdf>.

Can I substitute teach if my Professional Educator License (PEL) is lapsed?

Yes, but you need to apply for a Substitute Teaching License.

How do I apply for a Substitute Teaching License?

You'll need to create an account in the ISBE Educator Licensure Information System (ELIS) website; which can be accessed here: <https://sec3.isbe.net/IWASNET/login.aspx>.

NOTE: This system is best viewed with Internet Explorer.

- See this ISBE video for instructions on how to create your ELIS account: <https://vimeo.com/180601205>.
- See this ISBE video for instructions on how to apply for a Substitute Teaching License: <https://vimeo.com/180603621>.
- There is an application fee of \$50.00 that is paid online.
- **BE SURE NOT TO APPLY FOR THE SHORT TERM SUBSTITUTE LICENSE.**
 - This license does not allow you to substitute teach for more than 5 days per licensed teacher.
 - If you apply for the wrong license in error you will not receive a refund.

I am having problems with the ISBE website. Who can I contact for help?

- Beth Gehringer, HR Educator Licensure Manager at 847-888-5000, ext. 5370 or certification@u-46.org.
- Vicki Rissinger at the Kane County ROE at 630-232-5955 or vrissinger@kaneroe.org.
- ISBE Technical Support at 217-558-3600.

Where do I send my transcript(s) for the license?

Have an official transcript sent to the Kane County Regional Office of Education (ROE). The ROE can get your transcript(s) scanned into your ELIS account much faster than if they are sent to ISBE in Springfield.

My college/university mails official transcripts. What address should they be sent to?

Kane County Regional Office of Education (ROE), 28 N. 1st St., Geneva, IL 60134.

My college/university offers electronic transcripts. What email address should they be sent to?

Have them emailed to the ROE at transcripts@kaneroe.org.

How should I submit my foreign credentials for review?

- Take your original professional evaluation report to the Kane County ROE.

- Contact Vicki Rissinger at the ROE before you go to be sure that she will be available when you want to come. She can be reached at 630-232-5955 or vrissinger@kaneroe.org.

How long will it take for the license to be issued?

- It could take up to a few weeks for the license to be issued.
- If an administrator in the District is interested in hiring you the District can request a RUSH for your evaluation.
- You need to have applied for the license and all the required documentation needs to be scanned into your ELIS account before a RUSH request can be sent.
- Once your license is issued you will receive an email from ISBE letting you know that your file has been updated and you should log into your ELIS account.

Do I need to do anything else once my Substitute Teaching License is issued?

- Yes, the license needs to be registered in Kane County (31-KANE ROE) for it to be considered valid for employment in our district.
 - The District has buildings in three counties (Kane, Cook and DuPage); but we are considered a Kane County School District.
- You'll register your license in your ELIS account.
 - Click on the "registration" link in the "action center" box on your home page.
 - There is an additional \$60.00 registration fee that is due.
- See this ISBE video for instructions on how to register your license: <https://vimeo.com/180604307>. This video references a Professional Educator License (PEL) but the steps are essentially the same for the Substitute Teaching License.
- Click on the "My Credentials" tab near the top left part of the screen to see your license. Print this screen for an official copy of your license. ISBE no longer issues paper credentials.
- Your Substitute Teaching License will need to be renewed in 5 or 6 years by paying the registration fees. You should receive an email from ISBE reminding you to renew at the appropriate time. Be sure to keep your email address up to date in ELIS.

Is there any reimbursement available for the fees I have paid to apply for the license?

- Yes, after you are employed as a substitute teacher for 10 days you can request reimbursement of \$50.00 for the fees that you paid for the license.
 - You must work for at least 10 full school days within one year of the issuance of your Substitute Teaching License.
 - You must request reimbursement within 18 months of the issuance of your Substitute Teaching License.
- Complete this "Substitute License Fee Refund Request" form: <https://www.isbe.net/Documents/73-02-Substitute-License-Fee-Refund-Request.pdf>.
- Return this completed form to Beth Gehringer in Human Resources by email at certification@u-46.org, by fax at 847-888-7188, by U.S. mail or by school mail.
 - This form must be completed by the district and sent directly to ISBE by the district.

Who can I contact if I have questions about this process?

Contact Beth Gehringer, Educator Licensure Manager in HR at School District U-46, at certification@u-46.org or 847-888-5000, ext. 5370.

You can also contact Vicki Rissinger at the Kane County ROE at vrissinger@kaneroe.org or 630-232-5955.