



School District U-46  
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Tony Sanders, Chief Executive Officer

U-46.org

## SUBSTITUTE LICENSURE

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

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

You can get info about what is required for this license and applying for the license at these websites:

<https://www.isbe.net/Pages/Educator-Licensure-Requirements.aspx> and <https://www.isbe.net/Pages/Educator-Licensure-Application.aspx>. Scroll down to the sections about substitute licensure.

**NOTE: Keep in mind that you can work as a Para Educator with a Substitute Teaching License or a PEL.**

This educator license is applied for in the ISBE Educator Licensure Information System (ELIS); which can be accessed at this website: <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>

- Click on "Educator Access" and then "Click Here for First Time Access to the ELIS system" to create an account in the ELIS system.
  - Here is a link to a video that ISBE created showing how to create an account in ELIS: <https://vimeo.com/180601205>.
  - **NOTE:** The ISBE website has been updated and is now displayed differently than shown in the video.
- Once you create an account you will click on "Apply for a Substitute License-(SUB)" link on your home page.
  - Complete all the info and answer the questions. The application fee is \$50.00 that you will pay online with a debit/credit card.
  - Be sure to use Internet Explorer or Firefox browser on this system. Google Chrome may cause errors during the process.
  - Here is a link to a video that ISBE has created to assist with the application process: <https://vimeo.com/180603621>.

When you apply, the system will recommend that you have your official transcript showing your degree sent to ISBE in Springfield but we recommend that you have the transcript sent directly to the Kane County Regional Office of Education (ROE) instead.

- The ROE can get your transcript scanned into your file in ELIS much faster than ISBE can.
- The address to the ROE is 28 N. 1<sup>st</sup> St., Geneva, IL 60134.
- If your college/university offers electronic transcripts they can be emailed to the ROE at this email address: [transcripts@kaneroe.org](mailto:transcripts@kaneroe.org).
- If you need to reach the ROE, their phone number is (630) 232-5955. They can also help with any questions about the licensure system and applying for the license.

Sometimes it can take a few weeks for this license to be issued. If an administrator in the district is interested in hiring you, we can request a RUSH on your evaluation for the substitute teaching license.

- This can only take place after you apply for the license in ELIS and have submitted your official transcript to the ROE.
- After we request a RUSH it should only take a few days for the license to be issued. ISBE will send you an email when the license has been issued.
- You will then need to register this license in Kane County (31-KANE ROE) so the license will be considered valid for employment in our district.
  - You'll get back into your ELIS account to do this. There should be a link on your home page in the "Action Center" box titled "Registration."
  - Click on this link and then follow all of the screens. There will be an additional \$60.00 fee to register your license.

Email Beth Gehringer at [certification@u-46.org](mailto:certification@u-46.org) with any questions.