



# Regional Office of Education

Bureau, Henry & Stark Counties in Illinois

Angie Zarvell, Regional Superintendent Kathy Marshall, Assistant Regional Superintendent

**INNOVATION-ADVOCACY-LEADERSHIP**

## Substitute Applicant Checklist

A substitute applicant must have one of the following:

1. A bachelor's degree or higher from a regionally accredited institution  
**OR**
2. Any valid Illinois Professional Educators License or Educator License with Stipulations that required a bachelor's degree for issuance

## Steps to your Substitute Teaching Authorization

- ✓ Send college transcripts
- ✓ Apply for license through Illinois State Board of Education
- ✓ Complete the Bureau-Henry-Stark ROE Procedure
- ✓ Register license through Illinois State Board of Education
- ✓ Give substitute authorization letters to the districts

## Bureau-Henry-Stark Regional Office of Education Procedure

*In addition to following the steps listed below that are **required** by Illinois State Board of Education, you will also need to complete these steps per the Bureau-Henry-Stark Regional Office of Education requirements:*

- ☐ Criminal History Record Check fee of \$75. **Cash or personal check made payable to the Regional Office of Education only.** Includes fingerprinting that is processed in our office and checking your name through the Sex Offender Database and Child Murder & Violent Offender Against Youth Database. Please contact our office at 309-936-7890 to make an appointment. We fingerprint Monday through Friday from 8AM-3:45PM.
- ☐ Substitute Teacher Background Check Authorization Form (*provided at fingerprint appointment*)
- ☐ Acknowledgement of Mandated Reporter Status Form (*provided at fingerprint appointment*)
- ☐ Proof of Physical-Within the past 90 days. We do not provide a physical form. You may have your physician write a note stating you are physically capable to

be a substitute teacher on physician letterhead and signed by the physician.  
*This information does not have to be provided at the fingerprint appointment.*  
It can be faxed to the Regional Office of Education at any time to 309-936-1111  
Attn: Lisa DeFauw

**Documents Required for Application per Illinois State Board of Education**

- Please send me an official copy of your transcripts where you received your bachelor's degree. If they are being mailed, please send them to the address listed below. If the school has the capability to send them electronically, they can be emailed to me at [Ldefauw@bhsroe.org](mailto:Ldefauw@bhsroe.org)

Regional Office of Education  
107 South State Street  
Atkinson, IL  
61235

***How much does it cost?***

**Cost Breakdown**

Criminal Background Check Fingerprint fee= \$75  
Illinois State Board of Education application fee = \$50\*  
Illinois State Board of Education registration fee = \$50-\$60\*

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Estimated total cost: \$185\*

\*does not include processing fee

*Price does not include transcript request fees if applicable and processing fees*

## **Applying for the Substitute Educator License (SUB)**

### ***Where do I apply for the substitute educator license?***

You will need to set up an account through the Illinois State Board of Education website, [www.isbe.net](http://www.isbe.net). It is an ELIS account, which stands for Educator Licensure Information System.

Please follow these steps:

#### **1) Create your ELIS account**

1. Go to Illinois State Board of Education (ISBE) website: [www.isbe.net](http://www.isbe.net)
2. Under the ISBE banner select, "TEACHER".
3. Select "Log in to ELIS".
4. Under "Educator Access" click on "Login to your ELIS Account".
5. Once the login screen appears, if you are a first time users in ELIS, select the link to the right that states, "CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM."
6. The ELIS system will take you to an IWAS portal where you will create your profile. You will be required to fill in the information of all the fields indicated with red arrows. Once you have completed all required fields select "Continue."
7. Once your login information has been submitted and accepted you will come to a screen that states, "Welcome to your personal IWAS for Educators account."
8. Select, "Continue."
9. ELIS will launch.

### ***How do I apply for my substitute license?***

You will apply for your substitute license through your ELIS account. Please follow these steps:

#### **2) Application**

1. From the home screen select, "Apply for an Illinois License, Endorsement, or Approval." Select "Continue" to follow the computer wizard.
2. You will select "Apply for a Substitute License." Follow the computer wizard step by step through the application process. At the end, you will be required to pay an application fee of \$50.00 plus \$1.75 processing fee. You may pay the fees by credit card.
3. You may confirm that your Application was successfully submitted under "My Credentials" or "View My Credentials". Both "My Credentials" and "View My Credentials" will take you to the same screen. Once your credentials are displayed, in the section titled "Licenses" you should be able to see that the SUB application is "Pending Review".
4. Once I have received all of the required documentation, I will scan the documents and upload them to the ELIS system. You will be able to view the documents by selecting the "Educator" tab and then selecting "Images" from the drop down menu. ISBE will review the documents and upon approval change the status of your application to "Issued". Once the status changes from "Pending Review" to "Issued" you will be able to register your Substitute License.

### ***How do I register my license?***

You will register through your ELIS account. Please note that you cannot register until your license has been issued to you through Illinois State Board of Education. Please follow the steps below:

### **3) Registration**

1. To register your Substitute License, from the home screen select "Register Your Credentials" or the "Registration" tab.
2. Your SUB will be listed. Select the blue link to the right of your license that states "Register This License Only." You may pay the fees by credit card.
3. The computer wizard will take you step by step through the registration process. You will register your SUB in Region #28 for Bureau, Henry, and Stark Counties.
4. Once the registration is completed your SUB – Substitute License, you license will be valid for 5 years.
5. You may confirm that your registration was successfully completed, by viewing your credentials under the "My Credentials" or "View My Credentials". Both "My Credentials" and "View My Credentials" will take you to the same screen. Once your credentials are displayed, in the section titled "Licenses" you should be able to see your SUB status has been modified from "Pending Review" to "Issued". **Example:** Under the "Registration Thru" column to the right of your SUB "2021" will be displayed (meaning that your SUB is valid through June 30, 2021). If you scroll down to the section titled "Registration", it will show that you are registered through ROE #28 Bureau, Henry, and Stark Counties.
6. Please make a note of your renewal date. **Example:** If your License expires on June 30, 2021 you will need to renew your License and pay the required fees before the date of expiration.

### **Frequently Asked Questions**

#### ***How do I request a transcript from my college/university?***

You will need to contact your institution's Admissions/Records office. They will assist you with that process.

#### ***How can I send a copy of my official college transcripts to you?***

- 1) Emailed from the institution to [Ldefauw@bhsroe.org](mailto:Ldefauw@bhsroe.org)
- 2) Mail to Regional Office of Education 107 South State Street Atkinson, IL 61325
- 3) In person\*

\*Transcripts that are delivered in person, must be in a **sealed** envelope from the institution. Opened transcripts will not be accepted as official.

***Will I receive a paper copy of my license in the mail?***

Illinois State Board of Education no longer issues paper copies of licenses, however, you will receive a substitute teaching authorization letter, which states that are eligible to substitute teach in Bureau, Henry and Stark counties.

***I already have an ELIS account, but I cannot remember my password. What can I do?***

To reset or retrieve your password, you will need to contact the ISBE help desk at 866-262-6663.

***I had a substitute license in the past, but it expired. Does this one expire?***

Substitute licenses do not expire, however, they need to be renewed every 5 years.

***I already have my paraprofessional endorsement. Can I substitute teach on that since I now have my bachelor's degree?***

You can substitute teach on your paraprofessional endorsement, as long as we have your current transcripts stating a Bachelor's degree on file in your ELIS account and you complete the Bureau, Henry, Stark ROE substitute procedures.

Questions?

Please contact me at:

Lisa DeFauw

Receptionist

Regional Office of Education

107 South State Street

Atkinson, IL 61235

Phone: (309) 936-7890

Fax: (309) 936-1111

[Ldefauw@bhsroe.org](mailto:Ldefauw@bhsroe.org)