

ISBE Substitute License Fee Refund Information

EDUCATOR LICENSURE
Become a Teacher

Reimbursement Information

EDUCATOR LICENSURE

REIMBURSEMENT INFORMATION

SUBSTITUTE LICENSE FEE REFUND REQUEST

In efforts to reduce the substitute teacher shortage, ISBE is now offering a reimbursement of the application fee to qualifying applicants.

If you...

- Have a Substitute license issued AFTER July 1, 2017, continue reading below.
- Would like to see the requirements for a Substitute license: [Educator Licensure Requirements](#)
- Would like information on how to apply for a Substitute license: [Educator Licensure Application](#)

To Qualify:

- Your Sub issuance date must be later than July 1, 2017
- You must work at least 10 full school days within one year of your issuance date
- You must apply for the reimbursement within 18 months of your issuance date
- Educators will receive a \$50 refund if they have worked 10 days on the substitute teaching license and a \$25 refund if they have worked 10 days on the short-term substitute teaching license

If you meet these requirements, please complete form 73-02: [Substitute License Fee Refund Request](#) . This form must be returned to ISBE by the school or district official. Forms submitted by the applicant will not be honored.

APPLICATION FEE REFUND REQUEST

An applicant who has applied for a credential but now needs to request a refund for one of the reasons listed below can do so by completing [ISBE 95-10 Application Fee Refund Request Form](#) . **NOTE: Refund requests will only be considered for applications that are in "Pending Review (PR)" status and the request is received within seven days of the application date.**

- Applied for wrong license/endorsement/approval
- Applied for wrong grade range
- No longer need a credential
- Meant to renew, but applied for new credential in error
- Applied for credential prior to being entitled by an Illinois institution*

*Seven-day timeline does not apply

Click the Link below to access the form:

[Application for Fee Refund Request Form](#)