

Substitute Teaching License

Requirements:

1. Must hold a bachelor's degree or higher from a regionally accredited institution of higher education.
2. Valid for substitute teaching in all grades of the public schools, prekindergarten through grade 12.
3. Note: Substitute licenses are valid for 5 years, and may be renewed if the individual passes an approved Illinois test of basic skills. An individual who has passed an IL test of basic skills will not be required to retake the test for subsequent renewals.

If I hold a valid professional educator license or educator license with stipulations, am I qualified to be a substitute teacher?

1. If you hold a valid professional educator license or educator license with stipulations that required a bachelor's degree for issuance, you are qualified to be a substitute teacher. You **do not** need to hold a substitute teaching license.

To make application:

1. Submit an application online in the Educator Licensure Information System (ELIS). www.isbe.net/ELIS (log in directions on reverse side)
2. A \$100 fee will be assessed electronically when the application is submitted (please have a credit or debit card available).
3. Send an official* transcript showing an awarded bachelor's degree to the following address:
Monroe – Randolph Regional Office of Education
107 E. Mill Street
Waterloo, IL 62298

***Note:** To be official, transcripts must be submitted in the sealed envelope from the college or university or be sent directly by the institution. Transcripts received that are not in a sealed envelope from the university or sent directly from the university will be considered unofficial and cannot be used for evaluation purposes.

More questions?

Contact – Darcy at Monroe-Randolph Regional Office of Education 618.939.5650