

[CLICK HERE](#) to view  
the tutorial video.

# How to Apply for a Substitute License

**Handheld devices, tablets and Macs are not compatible with our system.  
Please make sure you are using a desktop or laptop computer for the most optimal experience.**

Illinois State Board of Education

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#### Action Center

New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	0
Renewals	0
Reinstatements	0

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**Click on “Apply for a Credential” on your “Home” tab.**

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### Home Page

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#### Apply for Credential

- Professional Educator License (PEL)
- Substitute License (SUB)
- Short-Term Substitute License (STS)
- Paraprofessional License (Teacher's Aide)
- Career and Technical Educator Endorsement (CTE)
- Transitional Bilingual Educator Endorsement (TBE)
- Visiting International Educator Endorsement (VIT)
- Chief School Business Official (CSBO)
- Approval

**Select "Substitute License (SUB)."**

Type here to search

File Explorer Excel Word Outlook OneDrive File History Task View PowerPoint Mail Calendar Chrome

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### SUB - Substitute Application


Legal Questions Degree Transcripts Submit Payment

**Important:** You are not required to hold a substitute teaching license to work as a substitute teacher if you already hold a valid, registered Illinois educator license and have earned a bachelor's degree or higher.

**Please answer the following required questions of the Criminal History Disclosure Statement.**

- Yes  No Have you ever had a professional license of any kind or a license or certificate (teaching, administrative, school support, etc.) formally denied, suspended, or revoked in Illinois or any other state?
- Yes  No Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? *(You are not obligated to disclose expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)*
- Yes  No Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotics, or drug offense (whether felony or misdemeanor) in Illinois or any other state? *(You are not obligated to disclose expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)*
- Yes  No Have you failed to (a)file an Illinois tax return, (b)pay the interest, penalty, or tax shown on an Illinois filed return, or (c)pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?
- Yes  No Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare?  
*(Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)*
- Yes  No Are you currently more than 30 days delinquent in complying with a child support order?  
*No, I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.*  
*Yes, I am currently more than 30 days delinquent in complying with a child support order.*
- Yes  No **I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.**

Previous Cancel Next



**Answer each of the background questions as they apply to you. The last question must be answered "Yes" as this verifies you have answered the background questions truthfully. When finished, click "Next."**

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### SUB - Substitute Application

Legal Questions Degree Transcripts Submit Payment

Please select the highest degree that you hold.

- Bachelor's
- Master's
- Doctorate
- 90 semester hours and enrollment in an educator preparation program
- none of the above

Previous Cancel Next



**Select the highest degree that you hold and click "Next."**

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### Paraprofessional Application

Legal Questions Qualifications **Transcripts** Submit Payment

**Enter Transcript Information**

Illinois State University, Illinois	On Record
Heartland Community College, Illinois	On Record

**Enter Transcript Information**

Please select the country, state, name and degree (if applicable) for the institution from which you will be sending official transcripts.

Country: United States State: Illinois

Institution: Other Institution Name: \_\_\_\_\_

Degree: Bachelors

Cancel + Add

Heartland Community College, Illinois On Record

Previous Cancel Next

**If you have transcripts already on file, they will be listed on this page. You can click “Next” at this point. However, if you do not have any transcripts on file, you will need to add the transcript information on this screen. Click on “Enter Transcript Information” and enter your institution’s information then click “Add.” Click “Next” when finished.**

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### SUB - Substitute Application

Legal Questions Degree Transcripts Submit Payment

Please review the information below. Once you have reviewed the information, click "Submit Payment." By clicking "Submit Payment," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the listed application amount. **Refund requests can only be considered for applications that are still in Pending status AND the request is received within 7 days of the application date. ISBE form 95-10 must be used to request a refund.**

Name  
Birth Date  
Amount  
License SUB - Substitute Teaching License

If the required degree or higher is on file when this application is submitted, your license will automatically issue.

Once you click "Submit Payment" you will be redirected to a payment processing page. Once your payment information has been entered, you will be redirected back to this page to complete the application process. Do **NOT** close this window until you receive your confirmation.

\*A non-refundable convenience fee will be added by NCR Corporation, a third party processing company, and will appear as a separate charge on your credit card statement.

Submit Payment

Previous Cancel Next

**Click "Submit Payment" after you review the information on this screen.**  
**You will enter your debit, credit, or prepaid card information on the next screen.**  
**If you're using a prepaid card, ensure that the card balance covers both the application fee and the processing fee.**

Type here to search

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Print this page for your records

You have successfully applied for a *Substitute License (SUB)*.

All materials should be sent to:

Illinois State Board of Education  
Educator Licensure Department  
100 North First Street, E-240  
Springfield, Illinois 62777-0001

OR

Your local Region Office of Education (ROE).  
Find your local ROE [here](#).

Your application will not be evaluated until all required supplemental documents (e.g. transcripts, forms) have been received. Visit [www.isbe.net/Pages/Educator-Licensure-Requirements](http://www.isbe.net/Pages/Educator-Licensure-Requirements) to view requirements for your application.

To check the status of this application, please sign into your ELIS account and click *My Credentials*.

Once the review is complete, you will receive an e-mail indicating your status. All evaluations are valid for two fiscal years.

Print Home

**You can print this page for your records after you complete the application process. If you have a bachelor's degree or higher already on file, the license will auto-issue. Otherwise, a state evaluator will review your application. Upon issuance, you will need to register your license to make it valid for employment.**