Substitute License

Requirements
Must hold a bachelor’s degree or higher from a regionally accredited institution.

Please submit official transcripts from a regionally accredited institution reflecting a bachelor's degree or higher, including the date the degree was conferred. Sealed transcripts may be mailed to the Lake County Regional Office of Education, 800 Lancer Ln, Suite E-128, Grayslake, IL 60030. Alternately, higher education institutions may submit official e-transcripts to Cayce Wright at CWright@lake.k12.il.us. Valid for substitute teaching in all grades of the public schools, prekindergarten through grade 12. Also, valid to work as a Paraprofessional (PreK-12).

Application Process:
1. Go to www.isbe.net
2. Click on “System Quick Links”
3. Click on “ELIS Educator Licensure Information System”
4. Click on Educator Access “Login to your ELIS account”
5. First time only – on the left side click “Sign Up Now” and create an account
6. Once you login to ELIS click on “Apply for a Substitute License” and follow the prompts ($50 plus a service fee)

The application process can take 2-6 weeks. You’ll receive an email notification from the Illinois State Board of Education (ISBE) once your application is reviewed.

Register Your License:
Your license is not valid until you register it.
1. Login to your existing ELIS account: https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx
2. Click on “Registration” which is located in the “Action Center Box” located on the right side and follow the prompts ($60 plus a service fee)
**Hiring process** - All substitute teachers are required to go through the hiring process at the school district level. You will be required to provide proof from your physician that you are in general good health and that you are free of any communicable disease dated not more than 90 days preceding time of presentation to the board. In addition, to the physical you will be required to go through a background check. The Regional Office of Education is authorized to conduct fingerprint-based criminal history checks for substitute teachers. You may be fingerprinted at our office or a different location acceptable by the hiring district.

**Fingerprinting hour at the Regional Office of Education:**
Monday through Friday (excluding holidays)
8:30 a.m.-11:30 a.m. and 2:00 p.m.-3:30 p.m.

- A picture I.D. is required
- The fingerprint process will be conducted if you hold a registered Substitute, Paraprofessional (with at least a bachelor’s degree on file) or PEL license in Lake County.

Fingerprint fee = $45.00 (payable by cash, personal check, money order or cashier’s check). No debit or credit cards are accepted. Checks returned for insufficient funds will result in an additional $20.00 processing charge.
www.isbe.net

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Click on: ELIS Educator Licensure Information System

Click on: Educator Access Login to your ELIS account
Sign up now

Enter the requested information then click continue