Substitute License

Requirements
Must hold a bachelor’s degree or higher from a regionally accredited institution. Please submit official sealed 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 Lane, Suite E-128, Grayslake, IL 60030. Alternatively, your college or university may submit official e-transcripts to Stephanie Gonzalez sgonzalez@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
7. $50 application fee plus a service fee paid with debit/credit card

The application process can take 2-6 weeks. You’ll receive an email notification from the Illinois State Board of Education (ISBE) when your application is reviewed. Once issued, you must register this license.

Register Your License: Please note: Your license is not valid until you register it.
1. Login to your existing ELIS account
2. Click on “Registration” located in the “Action Center Box” (middle right) follow the prompts
3. Register in Lake County (34 Lake ROE)
4. $60 Registration fee plus service fee paid with debit/credit card

Fingerprinting hour at the Regional Office of Education:
Monday through Friday (excluding holidays)  8:30 a.m.-11:30 a.m. and 1:30 p.m.-3:30 p.m.
□ Picture I.D. is required
□ Applicant must complete the Fingerprint Authorization & Release and Substitute Teacher Authorization Form
□ 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: Effective January 1, 2019, the Lake County Regional Office of Education will charge a $50.00 fee (payable by cash, personal check, money order, cashier’s check or credit card) to complete the fingerprint process.

- Credit card will add $1.50 service fee to process this payment method for a total of $51.50.
- Checks returned for insufficient funds will result in an additional charge of $20.00.

Once fingerprint results are issued, the individual has the responsibility to notify the Lake County Regional Office within 7 days if the information is inaccurate.