



Regional Office of Education
500 W. Winchester Rd. Ste. 202
Libertyville, IL. 60048

Substitute License

Requirements

Must hold a bachelor's degree or higher from a regionally accredited institution.
Please request the **college send** your official transcript directly to our office in one of the following ways:

Mail official transcript to

Lake County ROE
Libertyville, IL 60048

Or

Escript to: licensure@lake.k12.il.us

Application Process:

1. Create your ELIS account if you do not already have one
Click: [HOW TO CREATE AN ELIS ACCOUNT](#)
2. Once you are logged in to ELIS, click on “Apply for Substitute License” and follow the prompts
3. **\$50 application fee plus service fee** (payment made with debit/credit only)

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

Once issued you must register this license so that is valid for working in the schools

Register Your License:

1. Login to your existing ELIS account: <https://sec3.isbe.net/IWASNET/login.aspx>
2. Click on “Registration” which is located in the “Action Center Box” on the middle right side of your home page, and follow the prompts
3. Register in Lake County - Select 34 Lake ROE from drop down menu
4. **\$60 registration fee plus service fee** (payment made with debit/credit only)
5. Valid five years. Renewable with registration fees.

Please note: Our office offers fingerprint service by appointment only. Please register for an appointment on our website: <https://www.lake.k12.il.us/book-online>