



# Become a substitute teacher

Get valuable experience, set your own hours, earn up to \$195 a day, and make a difference in the lives of Illinois students.



## You can apply with a school district without a substitute license if . . .

- You want to substitute teach, and you hold a valid Illinois educator license and a bachelor's degree.
- You want to serve as a short-term substitute, and you hold a valid Illinois educator license with an associate degree.
- You want to substitute teach in a career and technical education classroom, and you hold a valid Illinois educator license with stipulations endorsed in any area of career and technical education.

Simply apply with the school district of your choice!

## Substitute vs. Short-term Substitute License

If you do not fit one of the three scenarios above, Illinois currently has two types of substitute teaching licenses valid for preschool through 12th grade.

### Substitute License

Valid for five years

Renewable every five years with payment of \$50 registration fee

Can serve in place of a contracted teacher for up to 90 days or in emergency situations for up to 30 days when no teacher is under contract with the district

Bachelor's degree or higher from a regionally accredited institution required

Application and \$50 application fee\* required for employment!

### Short-Term Substitute License

Expires on June 30, 2023

Non-renewable

Can teach up to five consecutive days per licensed teacher

Must complete a district training prior to employment

Associate degree or higher from a regionally accredited college or university or at least 60 semester hours of coursework from a regionally accredited college or university required

Application and \$25 application fee\* required

*\*We will reimburse your application fee once you substitute teach for 10 or more days after receiving your license. Ask your Regional Office of Education or Intermediate Service Center for more details once you receive employment.*

## How to Get Your License

- 1 Login to the Educator Licensure Information System at [www.isbe.net/ELIS](http://www.isbe.net/ELIS)
- 2 From the Action Center, select "apply for a substitute or short-term substitute license"
- 3 Complete application and pay reimbursable fee\*
- 4 Your institution must submit your official transcripts to your Regional Office of Education or Intermediate Service Center or to [transcripts@isbe.net](mailto:transcripts@isbe.net)
- 5 We will issue your license automatically once we verify your transcript
- 6 Register your license in ELIS. You now have a license valid for employment!