



Substitute Teachers MUST hold a valid Substitute, Short Term Substitute, or Educator License, which is registered with the Regional Superintendent of Schools in the county where they will be employed. To view the requirements for a license visit:

<https://www.isbe.net/Pages/Educator-Licensure-Requirements.aspx>

Regional Substitute Teacher Checklist

Visit www.roe4.org to complete the Substitute Teacher Application.

- If you already have a valid registered license, proceed to the number 1 below**
If you do NOT already have an ELIS account, create one at: www.isbe.net.
Choose: "System Quick Links" at the top of the page. Choose: "ELIS." choose: "Login to your ELIS account." Then Choose: "[Sign up Now.](#)"
- Request official transcripts to be sent to: ROE4, 300 Heart Blvd, Loves Park, IL 61111, or if transcripts will be sent electronically (directly from the college) to: licensure@roe4.org**
NOTE: If you have previously submitted transcripts to ISBE, this step is not necessary.
- Once your transcripts are on file, apply for and register your license in your ELIS account. Applicants should be registered in Boone-Winnebago Counties (Region 04).** Please note: This is a two step process.
- 1. Once your license has been issued, and registered, be sure to print the license**
- 2. Print and Complete the [Health and TB Screening Form](#):**
Both must have occurred within 90 days of your fingerprinting appointment.
- 3. Print and Complete the [Substitute Teacher Release of Information Form](#).**
- 4. Print and Complete the [Authorization - Criminal History Record Check Form](#)**
- Contact the Regional Office of Education:** Call 815-636-3060 to schedule an appointment for fingerprinting. The fingerprinting fee is \$45.00, which is payable by cash or check only.

Valid photo identification and items numbered 1-4 above are required at the time of fingerprinting.

Criminal history results are generally received within 1-2 weeks. Once your file is processed, you will be notified by email. **Within 90 days of your name being added to the Regional Substitute Teacher List, you will need to retrieve your approval letter and supporting documents from our office and contact each individual district in which you are interested in working.**

Visit the ISBE website for information on the reimbursement of application fees:

<https://www.isbe.net/Documents/73-02-Substitute-License-Fee-Refund-Request.pdf>