

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 Professional Educator Licensure (PEL) and a bachelor's degree.
- You want to serve as a short-term substitute, and you hold a valid Illinois 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 endorsement 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	Short-Term Substitute
Valid for five years.	Valid for 5 years. Application available through June 30, 2028.
Renewable every five years with payment of \$50 registration fee.	Educators who currently hold the license with a 2023 expiration date can renew in ELIS to receive an additional five years.
Can serve in place of a contracted teacher for up to 90 days or in an emergency situation for up to 30 days when no teacher is under contract with the district unless the district receives approval of an extension from the ROE/ISC.	Can teach up to five consecutive days per licensed teacher.
Bachelor's degree or higher from a regionally accredited institution required or enrolled in an Illinois approved educator preparation program and have completed 90 semester hours of coursework.	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 \$50 application fee* required for employment.	Application and \$25 fee* required for employment.

How to Get Your License

1. Log into the Educator Licensure Information System (ELIS) at 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.
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.

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

