



Substitute Teacher License Instructions

To apply for a substitute license, please follow the steps below (**USE FIREFOX – Do NOT use Google Chrome!**):

PART I

TO CREATE/ACCESS YOUR ELIS ACCOUNT:

1. Go to **www.isbe.net** and click "Log Into ELIS" at the top of the page
2. Under "Educator Access," click "Login to your ELIS account"
3. Log in or create an ELIS account:
 - A. If you are making your first application for an Illinois educator credential, please click "Sign Up Now" from the menu at the left of the login page
 - B. If this is your first time accessing the ELIS system, click "Click here for first time access to the ELIS system" at the right of the login boxes to set up your ELIS account
 - C. If you are a returning ELIS user, enter your Login Name and Password to log in to your personal ELIS account
4. After you have created your account (not before), submit your official, sealed transcripts to our office at the address below (transcript must show a Bachelor's degree or higher has been conferred; your university must be regionally accredited)
 - A. If your university offers an electronic transcript option, please have it sent to us directly at: licensure@s-cook.org (we cannot accept electronic transcripts that have been sent to the student)
 - B. Paper transcripts can be mailed from the university to our office (transcripts mailed from the university will not be returned to the applicant)

TO APPLY FOR YOUR SUBSTITUTE LICENSE:

(DO NOT APPLY BEFORE YOUR OFFICIAL TRANSCRIPT AND DEGREE ARE POSTED TO ELIS!)

1. Click "Apply for a Credential" located below the Action Center on your ELIS Home page:
2. Complete the application wizard to apply for the Substitute License (\$50 application fee + processing fee)
3. You will receive an email notification when your new license has been issued

Once your license has been issued, you must register your license in the region in which you will be working; your license is not valid until it is registered!

After your license has been issued:

TO REGISTER YOUR LICENSE:

1. Log in to your ELIS account
2. Click "Registrations" in the Action Center located in the center of your ELIS Home page:
3. Complete the registration wizard to register your license in Region 07 – South Cook ISC

Your registration fee will be \$60 + processing fee

Part II

If the district you will be substitute teaching for requires a Substitute Authorization from South Cook ISC, please proceed to the steps below. **Do not begin these steps until your license has been issued and is fully registered in Region 07 – South Cook ISC.** We recommend that you contact individual districts where you plan to apply for substitute teaching to inquire as to whether or not the South Cook Substitute Authorization is required. A list of districts in South Cook is available [here](#).

1. See your doctor or visit a health clinic to have our **Health Exam Authorization Form** signed by a doctor or nurse practitioner to verify that you are physically fit to work and are free from communicable disease (other health forms may be accepted on a case-by-case basis). Health form may not be more than 90 days old at the time of your fingerprinting appointment.
2. Please print and complete each of the following forms:
 - Background Check Substitute License Sign-Off
 - Background Check Authorization Release Form
 - Substitute Teacher Authorization for Background Check
 - Special Notes for Substitute License Sign-Off
3. You will need to scan each completed form to your computer (PDF format is best, but JPEG is also acceptable), and you will need a digital copy of your driver's license or state ID and a digital copy of your ELIS Credentials page showing your license information. You should have seven individual documents at the completion of this step.
4. Once you have digital copies of your documents, please use the online **Fingerprinting Appointment Scheduler** to request an appointment for fingerprinting. You will be required to upload your documents to the scheduler app to proceed with your appointment request.

You will receive an email confirmation when your documents have been reviewed and your appointment is approved.

No walk-in appointments are available for fingerprinting. You will need to bring the following items with you to your scheduled appointment:

- Driver's license or State ID
- \$60 money order or cashier's check only payable to South Cook ISC