



## SUBSTITUTE TEACHING LICENSE APPLICATION PROCESS

Applications for a Substitute License are completed on-line through the **Educator Licensure Information System (ELIS)**

**If you are a first time applicant using the ELIS system:**

1. Log onto [www.isbe.net](http://www.isbe.net).
2. Click on "System Quick Links" at the top of the home page and select ELIS in the drop down menu.
3. Under "Educator Access" click on "Login to your ELIS account".
4. Next, click on "[CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM](#)" and create your account.

**To Apply:**

1. Once logged into your ELIS account, click on the Substitute application and follow the prompts in the application wizard to complete the license application process.
2. The application fee will be \$50.00 and you can pay with a debit or credit card.

**If this is your first Substitute License:**

1. After you pay the \$50 application fee, the application will go into a "Pending Review" status. You must provide **official** transcripts before the license can be issued. The minimum requirement for this license is a bachelor's degree.
2. The **official** transcripts can be sent directly from the college either by mail or electronically to:

**By mail:**

West 40 Intermediate Service Center #2  
4413 W. Roosevelt Road  
Suite 104  
Hillside, IL 60162  
ATTN: Sharon Balderas  
Educator Licensure Dept.

**Electronically:**

[sbalderas@west40.org](mailto:sbalderas@west40.org)

3. After the Illinois State Board of Education issues your license, you will be sent an email notification from them. Log into your ELIS account to **Register** the new license in **Region 6 West Cook**.

**License Registration:**

1. On your ELIS home page click on "Register" under the "Action Center" and follow the prompts to complete the process.
2. You can pay the \$60.00 registration fee with a debit or credit card.
3. Make sure you choose **Region 6 West Cook**.

**View and Print your Credentials:**

1. On your ELIS home page, click on "My Credentials" and print that page if you need a hard copy of your credentials.
2. The Illinois State Board of Education does not print licenses.