

## **Substitute Process**

- Go to [www.isbe.net](http://www.isbe.net) (<http://www.isbe.net>)
- Click on “Teachers”
- Click on “Log in to ELIS”
- Click on “Login to your ELIS account” under “Educator Access”
- Select “Click here for first time access to the ELIS system”
- Create a user name and password using your social security number, birthday and other personal information
- Once logged in, click on “Apply for Substitute License”
- Follow the steps in the application wizard. You will pay \$50 plus a small convenience fee.
- Send your official sealed copies of transcripts to address below. It must be from a regionally accredited university and it must show a bachelor’s degree or higher. Send (or hand deliver) to:

Madison County ROE  
157 North Main Street, Suite 438  
Edwardsville, IL 62025
- The license will take around 8 weeks to be evaluated and possibly issued
- Once it goes from saying “pending review” to “issued” on your ELIS account – you may register your license
- You simply click on registration and follow the steps and pay \$50.00 plus the convenience fee. You must choose ROE 41 Madison County.
  
- The cost of fingerprinting is \$42.00 **cash** and it must be done between 8:30 and 4:00 pm Monday – Friday at the address above.
- Once you have a registered issued license and fingerprint results, the ROE will issue you a substitute authorization form and you may apply for jobs in Madison County.