

## 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.
- Hand-deliver your official transcripts to the address below. They will be scanned and returned to you. Your official transcripts may also be mailed. Transcripts must be from a regionally accredited university and they must show a **bachelor’s degree or higher**. Hand deliver (or mail) to:

Madison County ROE  
157 North Main Street, Suite 438  
Edwardsville, IL 62025

- All information is evaluated by the state before licensure is approved and issued
- Once your ELIS account goes from saying “pending review” to “issued”– 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. Results will be mailed to you.
- For Substitute licensure issued after July 1, 2017, and after the educator has worked more than ten full school days within a year of receiving the license, a request for a refund on the license and registration fee may be submitted. Please see *Substitute License Fee Refund Request* on our website.