



Requirements for Substitute Teaching at Midwest Central

- Must have a 4-year degree
- Must have valid credentials for teaching in all grades of the public school system Pre-K through grade 12. (i.e. be registered with the state using directions on how to do this below)
- Provide proof of identification (valid driver's license or state ID)
- Provide proof of a physical examination
- Provide unopened official university sealed transcript showing a Bachelor's degree from an institute of higher learning accredited by the North Central Association or other comparable regional accrediting association to ROE #53
- Pass a fingerprint-based history records check which must be completed at the schools ROE office
- Pass checks of the Statewide Sex Offender Database and Statewide Child Murder and Violent Offender Against Youth databases

Each applicant will be subject to fees associated with completing and registering in the State of IL to become a registered substitute teacher. Please check with the local ROE for a complete list of current charges.

Note: Sub licenses are valid for 5 years; and may be renewed if the individual passes an approved Illinois test of basic skills. An individual who has passed an IL test of basic skills will not be required to retake the test for subsequent renewals.

To apply for a substitute teaching license:

1. Submit an application online in the Educator Licensure Information System (ELIS).
2. A \$100 fee will be assessed electronically when the application is submitted (please have a credit card available).
3. Send an official transcript showing an awarded Bachelor's degree to the following address (they will do this for you at the ROE if you bring your sealed transcript to them):

Illinois State Board of Education
Educator Licensure
100 N 1st Street
Springfield, IL 62777

The Regional Office of Education for Midwest Central is ROE #53, located in Pekin, IL

414 Court St, #100
Pekin, IL 61554
Phone: (309) 477-2290

You will also be required to fill out and produce the following:

- Application (can be found at - <http://www.midwestcentral.org>)
- Voided check or for direct deposit
- Copy of Social Security Card
- Policy and Procedure Acknowledgement
- Mandated Reporter papers (2 – Signature Page & Certificate) (can be found at - <https://mr.dcfstraining.org>)
- W-4; federal and state
- I-9

Notes directly from ROE 53

Illinois Licensed Teachers as Subs:

If an educator holds a valid Professional Educator License (PEL) with a teaching endorsement registered with the region/s in which they wish to sub, a substitute license is not needed to substitute teach. You would need to have been fingerprinted as a sub and have a physical from within the last 90 days in order to apply for substitute teaching jobs within ROE 53.

To Sub Without Illinois Teacher Licensure:

If you do not currently hold a Professional Educator License will need to apply online through ELIS to obtain a Substitute License.

- Create an account at www.isbe.net in the Educator Licensure Information System (ELIS)
- Bring in or mail an official transcript (in the original unopened envelope), showing a Bachelor's degree or higher, to ROE #53 at 414 Court Street, Suite 100, Pekin, IL 61554. To be considered official, transcripts must be submitted in the sealed envelope from the college or university or be sent directly by the institution. Transcripts received that are not in a sealed envelope from the university or sent directly from the university will be considered unofficial and cannot be used for evaluation purposes.
- Once you have signed up for an account, and the ROE has your transcript, you may log in and choose 'Apply for a Sub License'.
- A \$100 fee (\$150 for out-of-state) will be assessed electronically when the application is submitted (please have a credit card available). A credit card processing fee will be charged.
- Once the license is granted-which may take several days- it will say 'Issued' in your account. You must then register your license for the region you want to sub in by logging into you ELIS account and clicking 'Registration' in the Action Center. Registering your license will cost \$50.00, and a credit card processing fee will be charged.
- To substitute in our region, you must possess the "Substitute Authorization" letter from a Regional Office of Education. You get this letter by being fingerprinted in our office (or through Lisa Price in El Paso - see above). Fingerprinting cost at the ROE is \$55.00, which we can accept in cash, check, or money order only. You must call and schedule an appointment in advance at 309.477.2290.
- Applicant is fingerprinted and results are faxed directly to the ROE office, typically within 48 hours.

- Once all documentation, including fingerprint results, is received at the ROE, a substitute authorization form and the background check results will be mailed to the applicant. The authorization form and background check results will be requested by each school that the substitute works in.
- The last step would be obtaining a physical or statement of good health issued from a physician. The physical must be from within 90 days of employment.

Retired Illinois Teachers as Subs:

Any retiree that wants to be on the sub list for the ROE will have the same requirements as any other sub as far as providing updated physical/statement of good health and fingerprinting.

- You may sub off of your teaching license (PEL) – no sub certificate necessary as long as you keep your PEL renewed and registered with ROE 53.
- If subbing solely for the district from which you retired, ISBE Legal still recommends updating your file (health and fingerprint). Many, if not all long-term veteran teachers, have never been fingerprinted nor had a physical in many years. It is considered a change in employment and should be updated.

Important Applicant Responsibilities

- Take original physical/statement of good health from an appropriately licensed physician to each district so the district can make a copy of your originals for their files
- Take original state and federal fingerprint results to each district so district can make a copy of your originals for their files
- Complete the ROE 53 Substitute Teacher Registration form to be on the sub list distributed to districts
- Register with the ROE 53 region through your ELIS account
- Complete all requirements for licensure (PEL for teachers or ELS those without teacher licensure) outlined by code/law
- Maintain licensure registration and renewal

For more questions or information, contact:

- Regional Office of Education at 309.477.2290
 - Laura Varichak - lvarichak@roe53.net
 - Angie Chism - achism@roe53.net
- Midwest Central specific questions regarding subbing can be addressed by calling 309.968.6868 or an email to rule@midwestcentral.org