

I WANT TO BE A SUB AT SASSED. WHAT DO I NEED TO DO?

Become a Substitute Teacher!

Get valuable experience, set your own hours, earn up to \$195 a day, and make a difference in the lives of Illinois students.



You can apply with a school district without a substitute license if...

- You want to substitute teach, and you hold a valid Illinois Professional Educator Licensure (PEL) and a bachelor's degree.
- You want to serve as a short-term substitute, and you hold a valid Illinois license with an associate degree.
- You want to substitute teach in a career and technical education classroom, and you hold a valid Illinois educator license with stipulations endorsement in any area of career and technical education..

Simply apply with the school district of your choice!

Substitute vs. Short-Term Substitute License

If you do not fit one of the three scenarios above, Illinois currently has two types of substitute teaching licenses valid for preschool through 12th grade.

Substitute	Short-Term Substitute
Valid for five years.	Expires June 30, 2023.
Renewable every five years with payment of \$50 registration fee.	Non-renewable.
Can serve in place of a contracted teacher for up to 90 days or for school year 2022-2023 for 120 days or in emergency situations for up to 30 days when no teacher is under contract with the district.	Can teach up to five consecutive days per licensed teacher unless under a disaster proclamation in which 15 consecutive days may be served.
Bachelor's degree or higher from a regionally accredited institution required or beginning January 1, 2023, enrolled in an Illinois approved educator preparation program and have completed 90 semester hours of coursework.	Associate degree or higher from a regionally accredited college or university or at least 60 semester hours of coursework from a regionally accredited college or university required.
Application and \$50 application fee* required for employment.	An application in ELIS is required. The application fee is waived when the state has declared a public health emergency. \$25 application fee under regular circumstances.*

How to Get Your License

1. Log into the Educator Licensure Information System (ELIS) at www.isbe.net/ELIS.
2. From the Action Center, select "apply for a substitute or short-term substitute license."
3. Complete application and pay reimbursable fee.*
4. Your institution must submit your official transcripts to your Regional Office of Education or Intermediate Service Center or to transcripts@isbe.net.
5. We will issue your license automatically once we verify your transcript.
6. Register your license in ELIS. You now have a license valid for employment.

*We will reimburse your application fee once you substitute teach for 10 or more days after receiving your license. Ask your Regional Office of Education or Intermediate Service Center for more details once you are employed.

isbe.net/licensure-requirements



Illinois
State Board of
Education

SASSED REQUIREMENTS

- Complete the online application at www.sased.org
- Make sure your license is registered in DuPage County
- Reach out to hr@sased.org for any support

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