

Cómo solicitar una licencia sustitutiva de corto plazo

Los dispositivos portátiles, tabletas y Mac no son compatibles con nuestro sistema. Asegúrese de utilizar una computadora de escritorio o portátil para la experiencia más óptima.

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Haga clic en “Apply for a Credential” (Solicitar una credencial) en la pestaña “Home” (Inicio).

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Apply for Credential
Professional Educator License (PEL)
Substitute License (SUB)
Short-Term Substitute License (STS)
Paraprofessional License (Teacher's Aide)
Career and Technical Educator Endorsement (CTE)
Transitional Bilingual Educator Endorsement (TBE)
Visiting International Educator Endorsement (VIT)
Chief School Business Official (CSBO)
Approval

**Seleccione “Short-term Substitute License (STS)”
[Licencia sustituta de corto plazo (STS)].**

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Short-Term Substitute License (STS)

Legal Questions Submit Payment

Please answer the following required questions of the Criminal History Disclosure Statement.

☐ Yes	☐ No	Have you ever had a professional license of any kind or a license or certificate (teaching, administrative, school support, etc.) formally denied, suspended, or revoked in Illinois or any other state?
☐ Yes	☐ No	Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? (You are not obligated to disclose expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
☐ Yes	☐ No	Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotics, or drug offense (whether felony or misdemeanor) in Illinois or any other state? (You are not obligated to disclose expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
☐ Yes	☐ No	Have you failed to (a) file an Illinois tax return, (b) pay the interest, penalty, or tax shown on an Illinois filed return, or (c) pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?
☐ Yes	☐ No	Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)
☐ Yes	☐ No	Are you currently more than 30 days delinquent in complying with a child support order? <i>No. I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.</i> <i>Yes. I am currently more than 30 days delinquent in complying with a child support order.</i>
☒ Yes	☐ No	I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.

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**Responda cada una de las preguntas de antecedentes según corresponda a su caso.
Encontrarás las preguntas traducidas en la siguiente diapositiva.**

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Responda las siguientes preguntas obligatorias de la Declaración de divulgación de antecedentes penales.

- ¿Alguna vez le han negado, suspendido o revocado formalmente una licencia profesional de cualquier tipo o una licencia o certificado (de enseñanza, administrativo, de apoyo escolar, etc.) en Illinois o en cualquier otro estado?
- ¿Alguna vez ha sido condenado por un delito grave en Illinois o en cualquier otro estado, o tiene cargos penales pendientes por un delito grave en Illinois o en cualquier otro estado? (No está obligado a revelar los registros eliminados de una condena o un arresto. Si no está seguro, puede buscar asesoramiento legal o comunicarse con ISBE para obtener más información. Si no revela esta información con precisión, puede que le nieguen la solicitud o le impongan una sanción para obtener la licencia).
- ¿Ha sido condenado alguna vez por algún delito sexual, relacionado con narcóticos o drogas en Illinois o en cualquier otro estado, o tiene cargos penales pendientes por algún delito sexual, relacionado con narcóticos o drogas (ya sea un delito grave o menor) en Illinois o en cualquier otro estado? (No está obligado a revelar los registros eliminados de una condena o un arresto. Si no está seguro, puede buscar asesoramiento legal o comunicarse con ISBE para obtener más información. Si no revela esta información con precisión, puede que le denieguen la solicitud o le impongan una sanción para obtener la licencia).
- ¿No ha cumplido con (a) presentar una declaración de impuestos de Illinois, (b) pagar el interés, la multa o el impuesto que se muestra en una declaración presentada en Illinois, o (c) pagar cualquier evaluación final de interés, multa o impuesto según lo requerido por la ley y administrado por el Departamento de Ingresos de Illinois que no se resolvió posteriormente a satisfacción del Departamento?
- ¿Alguna vez una agencia estatal responsable del bienestar infantil lo ha señalado como autor de abuso o negligencia infantil?
(Nota: debe responder "Sí" a esta pregunta incluso si el informe fue eliminado del registro central estatal debido a la expiración del período de retención, pero puede responder "No" a esta pregunta si el hallazgo fue revocado en apelación).
- ¿Actualmente tiene más de 30 días de retraso en el cumplimiento de una orden de manutención de menores?
- Certifico, bajo pena de pérdida de mi derecho a enseñar o trabajar en las escuelas de Illinois, que las respuestas a estas preguntas son verdaderas y correctas en todos los aspectos.

La última pregunta debe ser respondió "Yes" (Sí), ya que esto verifica que ha respondido las preguntas de antecedentes con sinceridad. Cuando haya terminado, haga clic en "Next" (Siguiente).

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Short-Term Substitute License (STS)

Legal Questions Submit Payment

Please review the information below. Once you have reviewed the information, click "Submit Payment." By clicking "Submit Payment," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the listed application amount. **Refund requests can only be considered for applications that are still in Pending status AND the request is received within 7 days of the application date. ISBE form 95-10 must be used to request a refund.**

Name	
Birth Date	
Amount	
License	STS - Short Term Substitute

If the required degree or higher is on file when this application is submitted, your license will automatically issue.

Once you click "Submit Payment" you will be redirected to a payment processing page. Once your payment information has been entered, you will be redirected back to this page to complete the application process. Do **NOT** close this window until you receive your confirmation.

*A non-refundable convenience fee will be added by NCR Corporation, a third party processing company, and will appear as a separate charge on your credit card statement.

Submit Payment

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Haga clic en "Submit Payment" (Enviar pago) después de revisar la información en esta pantalla. Ingresarás la información de tu tarjeta de débito, crédito o prepago en la siguiente pantalla. Si utiliza una tarjeta prepaga, asegúrese de que el saldo de la tarjeta cubra tanto la tarifa de solicitud como la tarifa de procesamiento.

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Print this page for your records

You have successfully applied for a *Short-Term Substitute License (STS)*.

All materials should be sent to:

Illinois State Board of Education
Educator Licensure Department
100 North First Street, E-240
Springfield, Illinois 62777-0001

OR

Your local Region Office of Education (ROE).
Find your local ROE [here](#).

Your application will not be evaluated until all required supplemental documents (e.g. transcripts, forms) have been received. Visit www.isbe.net/Pages/Educator-Licensure-Requirements to view requirements for your application.

To check the status of this application, please sign into your ELIS account and click *My Credentials*.

Once the review is complete, you will receive an e-mail indicating your status. All evaluations are valid for two fiscal years.

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Puede imprimir esta página para sus registros después de completar el proceso de solicitud.
Un evaluador estatal revisará su solicitud. La acreditación que se le emita será válida para enseñar en el rango de grado en el área de contenido seleccionada.

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