How to Apply for a Short-term Substitute License

Handheld devices, tablets and Macs are not compatible with our system. Please make sure you are using a desktop or laptop computer for the most optimal experience.

CLICK HERE to view the tutorial video.
Click on “Apply for a Credential” on your “Home” tab.
Select “Short-term Substitute License (STS).”
Answer each of the background questions as they apply to you. The last question must be answered “Yes” as this verifies you have answered the background questions truthfully. When finished, click “Next.”
Click “Submit Payment” after you review the information on this screen.
You will enter your debit, credit, or prepaid card information on the next screen.
If you're using a prepaid card, ensure that the card balance covers both the application fee and the processing fee.
Have questions about licensure? Contact your nearest Regional Office of Education or Intermediate Service Center. Visit our ISBE License Renewal page for additional information regarding renewal requirements.