

[CLICK HERE](#) to view
the tutorial video.

How to Renew Your Short-term Substitute License

(For educators who currently hold this license with the expiration date of 6/30/2023)

**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.**

The screenshot shows the Illinois State Board of Education website. The top navigation bar includes links for Home, My Credentials, PD Plus, and Help. The main content area features a sidebar with various menu items and a central 'Action Center' box. A red arrow points to the 'Renewals' link in the Action Center, which shows a count of 1. Below the Action Center are buttons for 'Apply for a Credential' and 'Register in an Additional Region'. A red text instruction is overlaid at the bottom of the screenshot.

Action Center	
New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	0
Renewals	1
Reinstatements	0

Click on "Renewals" in the "Action Center" on your "Home" tab.

Illinois State Board of Education x +

Home My Credentials PD Plus Help

STS - Short Term Substitute Renewal

Legal Questions Choose Region 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?
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.
Yes, I am currently more than 30 days delinquent in complying with a child support order.
- 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.

Previous Cancel Next



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."

Illinois State Board of Education x +

Home My Credentials PD Plus Help

STS - Short Term Substitute Renewal

Legal Questions Choose Region Submit Payment

Region

Please select the primary region in which you would like to register your license and click the "Next" button. You will have an opportunity to add additional regions at no charge in the "Credentials" section.

- 01 - Adams/Brown/Cass/Morgan/Pike/Scott
- 03 - Bond/Christian/Effingham/Fayette/Montgomery
- 04 - BOONE/WINNEBAGO ROE
- 05 - Region 05 North Cook ISC 1
- 06 - Region 06 West Cook ISC 2
- 07 - Region 07 South Cook ISC 4
- 08 - CARROLL/JO DAVIESS/STEPHENSON ROE
- 09 - CHAMPAIGN/FORD ROE
- 11 - CLK/CLS/CMBN/DGLAS/EDGR/MLTR/SHLB
- 12 - CLAY/CWFORD/JSPER/LWRNCE/RHLAND
- 13 - Clinton/Jefferson/Marion/Washington
- 15 - CITY OF CHICAGO
- 16 - DE KALB ROE

Previous	New Region
02	If you work in Union, Alexander, or Putaski County, choose Region 30 If you work in Johnson or Massac County, choose Region 21
10	Choose Region 03
22	Choose Region 26
25	If you work in Jefferson County, choose Region 13 If you work in Hamilton County, choose Region 20
27	Choose Region 33
38	If you work in Logan County, choose Region 17 If you work in Menard County, choose Region 51 If you work in Mason County, choose Region 53
43	If you work in Woodford County, choose Region 53 If you work in Putnam or Marshall County, choose Region 35
46	Choose Region 01
55	Choose Region 47

Previous Cancel Next

**You will now select the primary region you would like to register your license.
Scroll down the list in the left box and click on a region. You can only select one at this time.
You will have an opportunity to add additional regions at no charge once this wizard is complete.
When finished, click "Next."**

Illinois State Board of Education x +

Home My Credentials PD Plus Help

STS - Short Term Substitute Renewal

Legal Questions Choose Region Submit Payment

License STS - Short Term Substitute
Region
Amount \$0.00

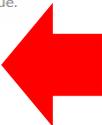
Please answer the following required questions of the Professional Development Disclosure Statement.

Yes No I have met the professional development requirements for the current five-year renewal cycle. I have maintained the required evidence of completion and agree to submit upon request.
(Retired and exempt educators, or educators whose license does not require Professional Development, answer YES. You will NOT be asked to submit documentation to ISBE.)

Yes No I confirm that I am the individual who holds the credential(s) being renewed and that I answered all question honestly.

Both questions must be answered Yes to continue.

Submit Payment



**Once you answer “Yes” to both questions, the “Submit Payment” option will appear.
Both questions must be answered “Yes” to continue.
NOTE: The amount due shows \$0.00. There is no cost to renew the Short-term Substitute License.**

The screenshot shows a web browser window with the address bar displaying "Illinois State Board of Education". The navigation menu includes "Home", "My Credentials", "PD Plus", and "Help". A central white box contains the following text: "You have successfully reinstated your educator license. To view your license, please click *My Credentials* after returning to the Home screen." Below this text is a blue button labeled "Home". The Windows taskbar at the bottom shows the search bar and several application icons including File Explorer, Excel, Word, Edge, OneDrive, Teams, PowerPoint, and Chrome.

Once you submit your payment information, the above screen will appear which verifies you have successfully renewed and registered your Short-term Substitute License.