How To Renew Your 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 on “Renewals” in the Action Center on your “Home” tab. It will have a yellow triangle next to it. If this option is not available, please double check the expiration date of your license.
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.”
Select a primary region in which you would like to register your license and click “Next” when finished. For this example, region “04-Boone/Winnebago ROE” was selected.
Answer the two questions on this screen as they apply to you.
Once you answer YES to both questions, the “Submit Payment” option will appear.
Click “Submit Payment” to enter your debit, credit, or prepaid card information on the next screen.
Both questions must be answered YES to continue.
Once you submit your payment information, the above screen will appear which verifies you have successfully renewed and registered your Substitute License.

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.