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.
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.”
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.”
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. If you're using a prepaid card, ensure that the card balance covers both the application fee and the processing fee. 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.