



## Home Page

[Credentials](#)

[Degrees](#)

[Fees](#)

[Tests](#)

[Communications](#)

[Deficiency Letters](#)

[Additional Credentials](#)

[Images](#)

[Assignments/Salary](#)

[Professional Development](#)

[TCIS History](#)

# 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.**



Home Page

- Credentials
- Degrees
- Fees
- Tests
- Communications
- Deficiency Letters
- Additional Credentials
- Images
- Assignments/Salary
- Professional Development
- TCIS History

Primary Information

Full Name	<input type="text"/>
IEIN	<input type="text"/>
DOB	<input type="text"/>

Contact Information

Address	<input type="text"/>
City, State Zip	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Phone 2	<input type="text"/>

Profile

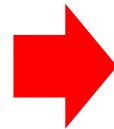
PD Status	<input type="text"/>
-----------	----------------------

**Action Center**

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

[Apply for a Credential](#)

[Register in an Additional Region](#)



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.



SUB - Substitute Teaching License Renewal

Legal Questions

Choose Region

Submit Payment

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

- Yes  No Has your license or certificate (teaching, administrative, school support, etc.) ever been 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 sealed and 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 sealed and 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."



### SUB - Substitute Teaching License 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 Pulaski 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

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.



### SUB - Substitute Teaching License Renewal

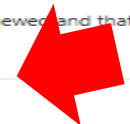


License	SUB - Substitute Teaching License
Region	04 - BOONE/WINNEBAGO ROE
Amount	\$50.00

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.

Submit Payment



Both questions must be answered Yes to continue.

**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.**



You have successfully renewed and registered your educator license. You will see your new cycle on the ELIS Credentials page.

[Home](#)

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