

Substitute and Paraprofessional License Application Checklist

This checklist is a resource for educators to use when applying for a Substitute or a Paraprofessional License. Upon evaluation, additional documentation may be requested by ISBE prior to the license being issued.

Additional information regarding requirements can be found on the [ISBE Requirements webpage](https://www.isbe.net/requirements).

<input type="checkbox"/>	Create an Account	Create an account in the Educator Licensure Information System (ELIS).	https://www.isbe.net/elis
<input type="checkbox"/>	Apply for Licensure	Apply for the applicable license in your ELIS account.	https://www.isbe.net/elis
<input type="checkbox"/>	Submit Transcripts*	<p><i>A transcript is required for a Substitute License.</i></p> <p><i>A transcript is required for a Paraprofessional License if qualifying with college coursework.</i></p> <p>Request an official transcript from a regionally accredited institution. Transcripts must be sent directly from the college/university to ISBE.</p>	<p>transcripts@isbe.net</p> <p>OR</p> <p>Regional Office of Education/Intermediate Service Center</p> <p>OR</p> <p>Illinois State Board of Education Educator Effectiveness E-240 100 North First Street Springfield, IL 62777</p>
<input type="checkbox"/>	Submit Diploma and Test Scores	<p>Provide a copy of your high school diploma or its equivalent and your ETS Parapro or ACT WorkKeys score report.</p> <p><i>This is only a requirement for the Paraprofessional License if the applicant does not have the required college coursework.</i></p>	licensureforms@isbe.net

* International transcripts must be evaluated by an [ISBE-approved out-of-country credential evaluation service](#) and sent directly from the evaluation service to ISBE.

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