

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 here: <https://www.isbe.net/Pages/Educator-Licensure-Requirements.aspx>

<input type="checkbox"/>	Create an Account	Create an account in the Educator Licensure Information System (ELIS)	https://sec3.isbe.net/IWASNET/login.aspx
<input type="checkbox"/>	Apply for Licensure	Apply for the applicable license in your ELIS account.	https://sec3.isbe.net/IWASNET/login.aspx
<input type="checkbox"/>	Submit Transcripts	Request an official transcript. Transcripts sent directly from the educator will not be accepted. <i>Required for the Substitute License. Required for Paraprofessional License if qualifying with college coursework.</i>	transcripts@isbe.net OR Illinois State Board of Education Educator Effectiveness E-240 100 North First Street Springfield, IL 62777
<input type="checkbox"/>	Submit Diploma and Test Scores	Provide a copy of your High School Diploma or GED and your ETS Parapro or ACT Work Keys score report <i>This is only a requirement for the Paraprofessional License if the applicant does not have the required college coursework.</i>	licensureforms@isbe.net