LICENSE RENEWAL HOW-TO:
Substitute (SUB)
Paraprofessional (ELS-PARA)

Your Illinois educator license must be renewed and registered by June 30, 2020. You may login to your Educator Licensure Information System (ELIS) account to renew your license beginning April 1, 2020.

To renew and register your substitute teaching or paraprofessional license, follow the steps below. Failure to renew and register the license by June 30, 2020 will cause it to be changed to an Invalid status on July 1, 2020.

You can still renew the license at any time. However, if you renew and register your substitute teaching or paraprofessional license after June 30, you will receive a new license cycle.

Renewals of an Invalid license completed between July 1, 2020 and June 30, 2021, will charge an extra year and have an expiration date of June 30, 2026. i.e. $60 for a Sub and $30 for a PARA.

1. **Login to your ELIS account** ([https://sec3.isbe.net/IWASNET/login.aspx](https://sec3.isbe.net/IWASNET/login.aspx)).

2. **Click on "Renewals" in the Action Center**
3. ELIS will lead you through the renewal steps which include answering legal background questions.

4. Select the appropriate region.

   Click Next at the bottom of the page.
5. Enter a credit/debit card to pay the applicable registration and handling fees.

- Registration fees are:
  - $10 per year for Subs, i.e. $50 per five-year cycle for a Sub
  - $5 per year for PARAs, i.e. $25 per five-year cycle for a PARA

Click Submit Payment.

6. Click Home to take you back to your ELIS Home Page.

- Please visit the Renewal page on our website at https://www.isbe.net/Pages/Educator-Renewal.aspx, for additional information regarding specific renewal requirements.

- If you encounter a problem or have additional questions about renewal or registration, please contact our office by email at renewal@isbe.net.