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.

Create an account
Create an account in the Educator Licensure Information System (ELIS).

Apply for licensure
Apply for the applicable license in your ELIS account.

Submit transcripts*
A transcript is required for a Substitute License.

A transcript is required for a Paraprofessional License if qualifying with college coursework.

Request an official transcript from a regionally accredited institution. Transcripts must be sent directly from the college/university to ISBE at:

- transcripts@isbe.net
- Regional Office of Education/Intermediate Service Center
- Illinois State Board of Education
  Educator Effectiveness E-240
  100 N. First St.
  Springfield, IL 62777

ILLINOIS STATE BOARD OF EDUCATION

Submit diploma and test scores

Provide a copy of your high school diploma or its equivalent **and** your ETS ParaPro or ACT WorkKeys score report to licensureforms@isbe.net.

This is only a requirement for the Paraprofessional License if the applicant does not have the required college coursework.

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