

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>

	Create an Account	Create an account in the Educator Licensure Information System (ELIS)	https://www.isbe.net/elis
	Apply for Licensure	Apply for the applicable license in your ELIS account.	https://www.isbe.net/elis
	Submit Transcripts	Request an official transcript. Transcripts must be sent directly from the College/University. <i>Required for the Substitute License. Required for Paraprofessional License if qualifying with college coursework.</i>	transcripts@dupageroe.org (preferred) OR transcripts@isbe.net OR Illinois State Board of Education Educator Effectiveness E-240 100 North First Street Springfield, IL 62777
	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>	cert@dupageroe.org (preferred) licensureforms@isbe.net