**How to Apply for a Substitute or Paraprofessional License**

**Set up your ELIS account: DO NOT USE GOOGLE CHROME!**

1. Go to <http://www.isbe.net/>
2. Under the seal for the State of Illinois are boxes that run left to right—the one in the center is ELIS/Educator Credentials-click on that
3. 3 powder blue boxes appear – click on the one on the Left -Educator Access
4. Look at the right—in purple it says Former ECS users first *time users for ELIS*. Click on that
5. Fill in all the info requested. You will come up with your own login and password IT IS VERY CASE SENSATIVE write it down so you can get back in next time  

**HOW TO APPLY FOR A SUBSITUTE LICENSE**

**DO NOT USE GOOGLE CHROME!**

Login to the ELIS account that you set up following the directions above.

1. Go to [www.isbe.net](http://www.isbe.net)
2. Click on the “ELIS/Educator Credentials “tab found at the top middle of screen.
3. Click on the “Click here” link found in the Educator Access box.
4. Enter your user name and password to log in. This will take you to your welcome page.
5. From your “Welcome” Page, look for the “What would you like to do?” section on the right hand side.
6. Select “Apply for a Substitute License”—follow the prompts for a Substitute License

It will cost **$100.00 + a processing fee** payable on line with a credit or debit card. It will show PENDING REVIEW on your account.

You ***DO*** need to bring SEALED official transcripts to **our office**. The System tells you to send the transcripts to Springfield, but our office is quicker. **Once we have them you do not** need to send them to Springfield because we will have put them in your account.

Once ISBE issues your license, Springfield will email you that there has been a change to your account. When you look at your account it will say ISSUED. Now you need to **register your license**. Follow the prompts, it will cost **$60.00 + a processing fee** and your License will be good for 5 years. When asked what region please pick 07-South Cook

Once you have your License and it is registered you should call districts to see if they will place you on their Substitute List. Frequently, you will find that schools in Region 07- South Cook require an Authorization from our office.

**If you need a Substitute Authorization from South Cook**:

* *Once you have the Substitute License and it is registered in Region 07-South Cook*
  + -**Make an Appointment** for Finger Printing and a background check-708-754-6600
  + WE CAN ONLY GIVE AUTHORIZATIONS TO INDIVIDUALS WHO WE FINGER PRINT
  + -See your own doctor for a note that states you can work and are free of communicable disease
  + -On your appointment day you need a **MONEY ORDER for $55** made out to South Cook
    - -**NO  Personal checks, cash or credit cards**
  + -Once your Authorization is ready you will return to pick it up and must show a photo ID

**HOW TO APPLY FOR A PARAPROFESSIONAL LICENSE**

**DO NOT USE GOOGLE CHROME!**

Login to the ELIS account that you set up following the directions above.

1. Go to [www.isbe.net](http://www.isbe.net)
2. Click on the “ELIS/Educator Credentials “tab found at the top middle of screen.
3. Click on the “Click here” link found in the Educator Access box.
4. Enter your user name and password to log in. This will take you to your welcome page.
5. From your “Welcome” Page, look for the “What would you like to do?” section on the right hand side.
6. Select “Paraprofessional NCLB License”—follow the prompts for a Substitute License

It will cost **$100.00 + a processing fee** payable on line with a credit or debit card. It will show PENDING REVIEW on your account.

You need to bring **One** of the following TO OUR OFFICE:

1. SEALED official transcripts that show 60 hours of college course work
2. OR  a minimum of an Associate’s degree or Higher
3. OR ACT  WORKKEY test results **PLUS A copy of your HS diploma or GED**

Once they issue you a license you need to **register** your license. It will cost $60.00 + processing fee