Attached is our substitute intent form that you will need to fill out, when completed, you can email back to me at jreis@sese.org or mail to me at:

South Eastern Special Education Attn: Joyce Reis PO Box 185 Sainte Marie, IL 62459

We will mail/email you the rest of the employment paperwork that will need to be completed. Please return all forms to me. If you have any questions, please do not hesitate to email jreis@sese.or or call me at 618-455-3396 ext 254.

We have also included the steps to obtain proper licensure. Please contact Amy Frohning at ROE#12 afrohning@roe12.org - 618-783-2523 for any assistance with this process.

Keep Going ~ Keep Growing

2023-2024 SCHOOL YEAR SUBSTITUTE TEACHER/PARAPROFESSIONAL INFORMATION

	☐ TEACHER		APROFESSIONAL	. ⊔ вотн	
NAME:					
ADDRESS:					<u>—</u>
CITY:	STATE:		ZIP:	-	
PREFERRED PHONE : OTHER NUMBER:					
EMERGENCY CONTACT:					
DAYS AVAILABLE: M		WED		□FRI	
TIMES AVAILABLE:		125	□ВОТН		
TIMES AVAILABLE.					
LOCATION - DISTRICT - CLASSROOM PREFERENCE: MSI I/II MSI III					
North Clay Elementary Louisville, IL	□MSI III North Clay Jr. F Louisville, IL	ligh			
□ED I	□ED II	□ED		□Autism III	☐Autism IV
Clay City Elementary Clay City, IL	Clay City Elementary Clay City, IL		City Jr High City, IL	Clay City Jr. High Clay City, IL	Clay City High Clay City, IL
□ ECE Flora Elementary Flora, IL					
☐ ECE Bridgeport Grade	□ MSI I Bridgeport Grad	10			
Bridgeport, IL	Bridgeport, IL	u c			
□ ECE Richland Elementary	□ Autism I/II A Richland Elementary		□ Autism I/II B Richland Elementary		□ MSI IV Richland High School
Olney, IL	Olney, IL	illary	Olney,		Olney, IL
□ Autism I/II Hutsonville Elementary	□ Autism III Hutsonville Jr H		□ Autism IV Hutsonville High		
Hutsonville, IL	Hutsonville, IL	iigii	Hutsonville, IL	11 3011001	
□ECE	□MSI II			☐MSI IV	l- O - l I
Washington Grade Robinson, IL	Lincoln Grade Robinson, IL		Nuttall Middle Robinson, IL	Robinson Higl Robinson, IL	n School
	roomoon, in			roomoon, it	
□ECE	□ED I	□ED II		□ED III	□ED IV
Oblong Elementary Oblong, IL	Oblong Elementary Oblong, IL	Oblong Oblong	Elementary , IL	Oblong Elementary Oblong, IL	Oblong High School Oblong, IL
-				-	-
□Next Step III	□ Next Step IV				
Day School Willow Hill II	Day School Willow Hill II				

RETURN TO: South Eastern Special Education Attn: Joyce Reis

Attn: Joyce Reis P.O. Box 185 Ste. Marie, IL 62459

CHECKLIST to APPLY and REGISTER an ISBE LICENSE

Create an ELIS account (if you do not already have one) Click on link for instructions https://www.roe12.org/licensure/ Request official transcript be sent directly from a regionally accredited institution to ROE 12 Can be emailed to: afrohning@roe12.org PARA license only - Provide high school diploma or equivalent and WorkKeys test results to ROE 12 Can be emailed to: afrohning@roe12.org **STA-PARA only** - Provide high school diploma or equivalent to ROE 12 Can be emailed to: afrohning@roe12.org Apply for license through ELIS account - Apply for **one** license only 60 semester hrs associate's degree bachelor's degree or higher requirements: license can apply for: STS, PARA STS, PARA SUB, STS, PARA

To apply for the **SUB** license To apply for the **STS** license

Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx

Click on Apply for a Credential
Choose **Substitute** (SUB)
Click on Apply for a Credential
Choose **Short-Term Substitute** (STS)

Follow the wizard Follow the wizard

Pay the \$50 application fee online

There is no fee to apply for the STS license

To apply for the PARA license To apply for the STA-PARA

Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx

Click on Apply for a Credential Click on Apply for a Credential

Choose Paraprofessional/Teacher's Aide (PARA) Choose Approvals

Follow the wizard Choose Short-Term Approval Paraprofessional

Pay the \$100 application fee online Follow the wizard

Pay the \$50 application fee online

After ISBE issues the license it will need to be registered All licenses are required to be registered in the ROE in which you are employed

Register license through ELIS account

To register SUB license

Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx

Click on Registration in the Action Center

Follow the wizard

Choose ROE 12 Clay, Crawford, Jasper, Lawrence, Richland

Pay the \$60 registration fee online

To register **STS** license

Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx

Click on Registration in the Action Center

Follow the wizard

Choose ROE 12 Clay, Crawford, Jasper, Lawrence, Richland

There is no fee to register the STS license

STA-PARA does not require registration

To register PARA license

Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx

Click on Registration in the Action Center

Follow the wizard

Choose ROE 12 Clay, Crawford, Jasper, Lawrence, Richland

Pay the \$30 registration fee online

If you have licensure questions, please contact Amy at 618-783-2523 or afrohning@roe12.org



Regional Office of Education #12

ISBE license requirements to work as a Paraprofessional or Substitute Teacher

PARA (paraprofessional) can only work as a paraprofessional

- requires one of the following:
 - associate's degree or higher from a regionally accredited institution
 - o or show 60 semester hours of coursework
 - o WorkKeys tests and high school diploma
- \$100 application fee \$30 registration fee
- valid for 5 years and renewable

link to ISBE website with **PARA** license requirements: https://www.isbe.net/Pages/Educator-License-with-Stipulations.aspx

STA-PARA (short-term approval - paraprofessional) can only work as a paraprofessional

- requires a high school diploma (or equivalent), or higher
 - \$50 application fee NO registration fee
 - o valid for 3 years and is non-renewable
 - will need to meet requirements and apply for PARA license before STA-PARA expires to continue working as a paraprofessional

link to ISBE website with **STA-PARA** license requirements: https://www.isbe.net/Pages/educator-licensure-approvals.aspx

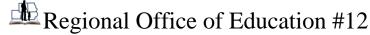
SUB (substitute) can work as a substitute for a certified teacher or as a paraprofessional

- requires a bachelor's degree or higher from a regionally accredited institution
- \$50 application fee \$60 registration fee
- valid for 5 years and renewable

link to ISBE website with **SUB** and **STS** license requirements: https://www.isbe.net/Pages/Short-Term-Sub-Teach.aspx

STS (short-term substitute) can work as a substitute for a certified teacher or as a paraprofessional

- requires one of the following:
 - associate's degree or higher from a regionally accredited institution
 - or show 60 semester hours of coursework
- \$25 application fee No fee to register license
- STS license is valid for 5 years
- Available for application through June 30, 2028
- requires board training ROE 12 offers substitute training to meet requirement (\$20 fee)
- cannot teach more than 5 consecutive days per licensed teacher unless the state has declared a disaster proclamation then they may serve 15 consecutive days



Official Transcript and WorkKeys Information

Official college transcripts are required to be from a regionally accredited institution and have to be sent directly from the institution to this email

address: <u>afrohning@roe12.org</u> or to ISBE (longer time to upload)

WorkKeys Test Information

can be found on the ROE 12 website https://www.roe12.org/ under the licensure tab

• <u>Using WorkKeys Assessments for Paraprofessional</u> Licensure

ROE 12 Substitute Teacher Authorization Certificate

Substitutes for a Certified Teacher will need to obtain the ROE 12 Substitute Teacher Authorization Certificate

Requirements are:

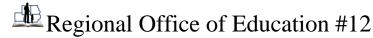
- Valid ISBE license (one of the following)
 - STS, SUB, PEL, or ELS-PARA issued with a bachelor's degree
- Fingerprint Background Check for ROE 12 at substitutes cost
- Physical at substitutes cost
- TB Test at substitutes cost
- Several other documents need completed as well

Contact an ROE 12 office for the packet or it can be found on the ROE 12 website https://www.roe12.org/ under the licensure tab

ROE 12 Substitute Teacher Authorization Packet

Once all of the steps are complete, ROE 12 will issue a Substitute Teacher Authorization Certificate and you will need take it to the school districts you are interested in subbing for ROE 12 does not provide the certificate to the school districts

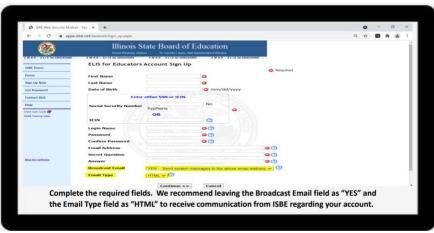
If you have licensure questions, please contact Amy at 618-783-2523 or afrohning@roe12.org



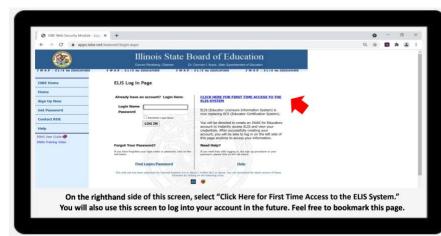
An **ELIS** account with the Illinois State Board of Education (ISBE) must be created in order for official transcripts to be uploaded, to apply for and register licenses

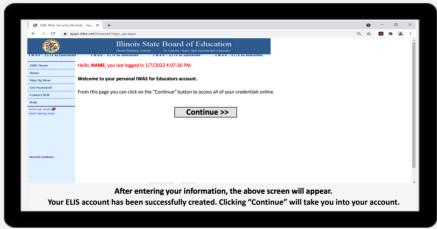
Steps to create an ELIS account with ISBE

ELIS Login Link
https://apps.isbe.net/iwasnet/login.aspx



Step 2





Step 3

Step 1

Regional Office of Education #12