

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
500 S Scott Ave
Newton, IL 62448

I 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.org or call me at 618-455-3396 ext 254.

I 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.

Bushue Fingerprinting - Please instruct your applicants that need fingerprinting to book an appointment using the information below. Please note that our Effingham office does accept walk-ins for fingerprinting Monday thru Friday. For any location across the state other than Effingham, an appointment must be made by your prospective applicant.

To Schedule A Fingerprint Appointment: Call 217-342-3042, or to Schedule Online [CLICK HERE](#)

Once BBS fingerprints an applicant for your organization, your designated contacts will receive an email asking for a quick authorization.

Rise to the Challenge

**2025-2026 SCHOOL YEAR
SUBSTITUTE TEACHER/PARAPROFESSIONAL INFORMATION**

☐ RETIRED TRS TEACHER ☐ TEACHER ☐ PARAPROFESSIONAL ☐ BOTH

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PREFERRED PHONE : _____ OTHER NUMBER: _____

EMERGENCY CONTACT: _____

E-MAIL: _____

DAYS AVAILABLE: ☐ MON ☐ TUES ☐ WED ☐ THURS ☐ FRI

TIMES AVAILABLE: ☐ AM ☐ PM ☐ BOTH

LOCATION – DISTRICT - CLASSROOM PREFERENCE:

☐ MSI I&II North Clay Elementary Louisville, IL	☐ MSI III North Clay Jr. High Louisville, IL
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☐ ED I Clay City Elementary Clay City, IL	☐ ED II Clay City Elementary Clay City, IL	☐ ED III Clay City Jr High Clay City, IL	☐ Autism III/IV Clay City High School Clay City, IL
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☐ ECE Flora Elementary Flora, IL
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☐ ECE Bridgeport Grade Bridgeport, IL	☐ MSI I Bridgeport Grade Bridgeport, IL
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☐ ECE Richland Early Learning Center Olney, IL	☐ Autism I/II A Richland Elementary Olney, IL	☐ Autism I/II B Richland Elementary Olney, IL	☐ MSI IV Richland High School Olney, IL
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☐ Autism I-A Hutsonville Elementary Hutsonville, IL	☐ Autism I-B Hutsonville Elementary Hutsonville, IL	☐ Autism II Hutsonville Elementary Hutsonville, IL	☐ Autism III&IV Hutsonville High School Hutsonville, IL
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☐ ECE Washington Grade Robinson, IL	☐ MSI II Lincoln Grade Robinson, IL	☐ MSI III Nuttall Middle Robinson, IL	☐ MSI IV Robinson High School Robinson, IL
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☐ ECE Oblong Elementary Oblong, IL	☐ ED I Oblong Elementary Oblong, IL	☐ ED II Oblong Elementary Oblong, IL	☐ ED III Oblong Elementary Oblong, IL	☐ ED IV Oblong High School Oblong, IL
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☐ Next Step II Day School Willow Hill, IL	☐ Next Step III Day School Willow Hill, IL	☐ Next Step IV-A Day School Willow Hill, IL	☐ Next Step IV-B Day School Willow Hill, IL
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RETURN TO: South Eastern Special Education
Attn: Joyce Reis
500 S Scott Ave
Newton, IL 62448

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/](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

requirements:	60 semester hrs	associate's degree	bachelor's degree or higher
license can apply for:	STS, PARA	STS, PARA	SUB, STS, PARA

To apply for the **SUB** license

[Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx](https://apps.isbe.net/iwasnet/login.aspx)

Click on Apply for a Credential

Choose **Substitute** (SUB)

Follow the wizard

Pay the \$50 application fee online

To apply for the **STS** license

[Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx](https://apps.isbe.net/iwasnet/login.aspx)

Click on Apply for a Credential

Choose **Short-Term Substitute** (STS)

Follow the wizard

There is no fee to apply for the STS license

To apply for the **PARA** license

[Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx](https://apps.isbe.net/iwasnet/login.aspx)

Click on Apply for a Credential

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

Follow the wizard

Pay the \$100 application fee online

To apply for the **STA-PARA**

[Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx](https://apps.isbe.net/iwasnet/login.aspx)

Click on Apply for a Credential

Choose **Approvals**

Choose **Short-Term Approval Paraprofessional**

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](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](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

To register **PARA** license

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

STA-PARA does not require registration

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



Regional Office of Education #12

Serving the students and educational professionals of Clay, Crawford, Jasper, Lawrence, and Richland Counties, Illinois

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
 - or show 60 semester hours of coursework
 - 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
 - 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



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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: afrohning@roe12.org 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

- [Using WorkKeys Assessments for Paraprofessional 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



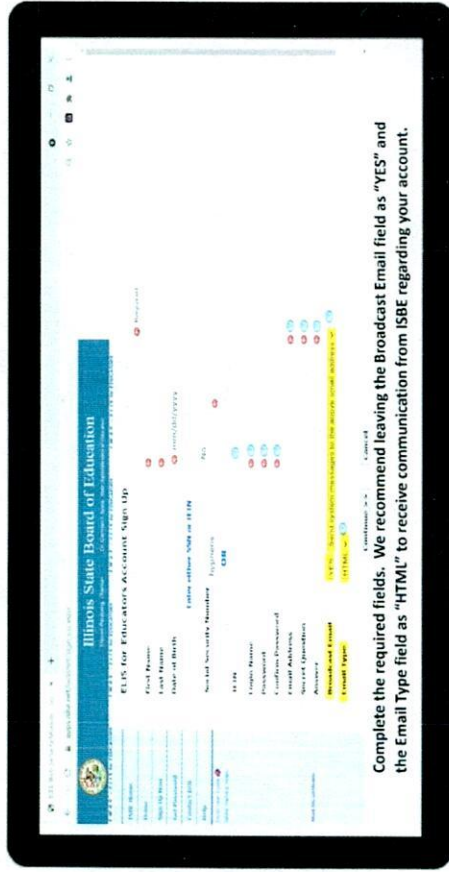
Regional Office of Education #12

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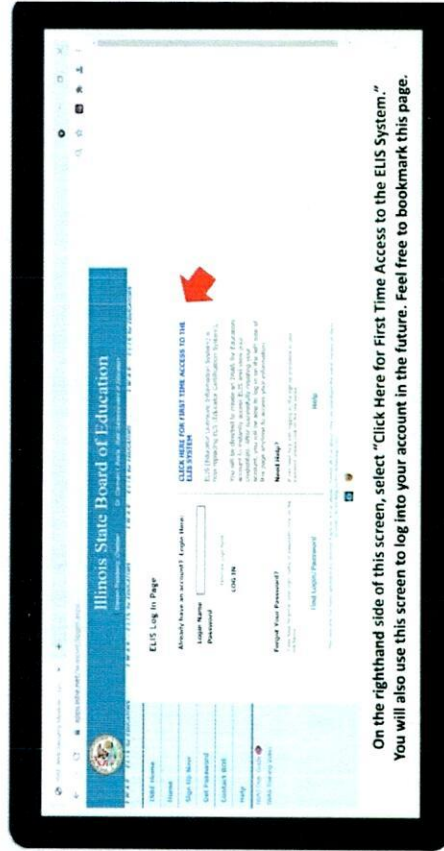
An **ELIS** account with the Illinois State Board of Education (ISBE) must be created in order for official transcripts to be uploaded, to apply for and register licenses

Steps to create an ELIS account with ISBE

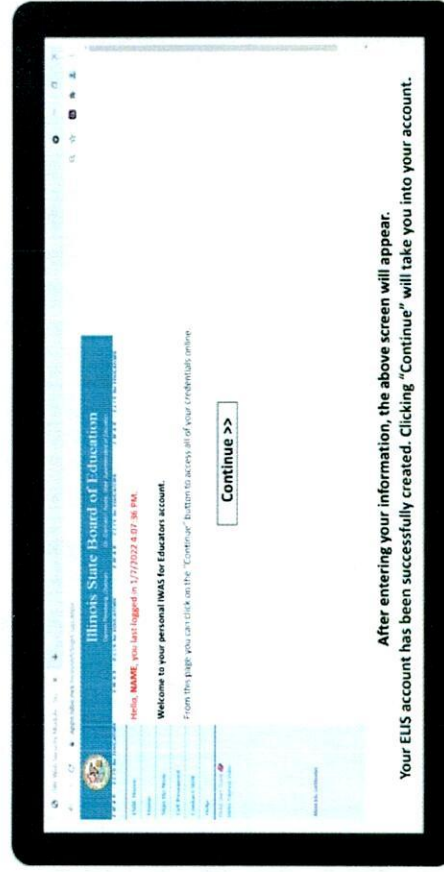
ELIS Login Link
<https://apps.isbe.net/iwasnet/login.aspx>



Step 2



Step 1



Step 3