

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](mailto: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](mailto: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](mailto:afrohning@roe12.org) - 618-783-2523 for any assistance with this process.

# 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:**

|                                                                                         |                                                                                  |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>MSI I&amp;II</b><br>North Clay Elementary<br>Louisville, IL | <input type="checkbox"/> <b>MSI III</b><br>North Clay Jr. High<br>Louisville, IL |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|

|                                                                               |                                                                                |                                                                              |                                                                                         |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>ED I</b><br>Clay City Elementary<br>Clay City, IL | <input type="checkbox"/> <b>ED II</b><br>Clay City Elementary<br>Clay City, IL | <input type="checkbox"/> <b>ED III</b><br>Clay City Jr High<br>Clay City, IL | <input type="checkbox"/> <b>Autism III/IV</b><br>Clay City High School<br>Clay City, IL |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|

|                                                                      |
|----------------------------------------------------------------------|
| <input type="checkbox"/> <b>ECE</b><br>Flora Elementary<br>Flora, IL |
|----------------------------------------------------------------------|

|                                                                           |                                                                             |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> <b>ECE</b><br>Bridgeport Grade<br>Bridgeport, IL | <input type="checkbox"/> <b>MSI I</b><br>Bridgeport Grade<br>Bridgeport, IL |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------|

|                                                                                    |                                                                                   |                                                                                   |                                                                             |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> <b>ECE</b><br>Richland Early Learning Center<br>Olney, IL | <input type="checkbox"/> <b>Autism I/II A</b><br>Richland Elementary<br>Olney, IL | <input type="checkbox"/> <b>Autism I/II B</b><br>Richland Elementary<br>Olney, IL | <input type="checkbox"/> <b>MSI IV</b><br>Richland High School<br>Olney, IL |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|

|                                                                                         |                                                                                         |                                                                                        |                                                                                                 |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Autism I-A</b><br>Hutsonville Elementary<br>Hutsonville, IL | <input type="checkbox"/> <b>Autism I-B</b><br>Hutsonville Elementary<br>Hutsonville, IL | <input type="checkbox"/> <b>Autism II</b><br>Hutsonville Elementary<br>Hutsonville, IL | <input type="checkbox"/> <b>Autism III&amp;IV</b><br>Hutsonville High School<br>Hutsonville, IL |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|

|                                                                         |                                                                         |                                                                           |                                                                                |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>ECE</b><br>Washington Grade<br>Robinson, IL | <input type="checkbox"/> <b>MSI II</b><br>Lincoln Grade<br>Robinson, IL | <input type="checkbox"/> <b>MSI III</b><br>Nuttall Middle<br>Robinson, IL | <input type="checkbox"/> <b>MSI IV</b><br>Robinson High School<br>Robinson, IL |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------|

|                                                                        |                                                                         |                                                                          |                                                                           |                                                                           |
|------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> <b>ECE</b><br>Oblong Elementary<br>Oblong, IL | <input type="checkbox"/> <b>ED I</b><br>Oblong Elementary<br>Oblong, IL | <input type="checkbox"/> <b>ED II</b><br>Oblong Elementary<br>Oblong, IL | <input type="checkbox"/> <b>ED III</b><br>Oblong Elementary<br>Oblong, IL | <input type="checkbox"/> <b>ED IV</b><br>Oblong High School<br>Oblong, IL |
|------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|

|                                                                               |                                                                                |                                                                                 |                                                                                 |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Next Step II</b><br>Day School<br>Willow Hill, IL | <input type="checkbox"/> <b>Next Step III</b><br>Day School<br>Willow Hill, IL | <input type="checkbox"/> <b>Next Step IV-A</b><br>Day School<br>Willow Hill, IL | <input type="checkbox"/> <b>Next Step IV-B</b><br>Day School<br>Willow Hill, IL |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|

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: | <b>STS, PARA</b> | <b>STS, PARA</b>   | <b>SUB, STS, PARA</b>       |

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**



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*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](mailto: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](mailto:afrohning@roe12.org)



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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)

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

Complete the required fields. We recommend leaving the Broadcast Email field as "YES" and the Email Type field as "HTML" to receive communication from ISBE regarding your account.

Step 2

On the righthand side of this screen, select "Click Here for First Time Access to the ELIS System." You will also use this screen to log into your account in the future. Feel free to bookmark this page.

Step 1

After entering your information, the above screen will appear. Your ELIS account has been successfully created. Clicking "Continue" will take you into your account.

Step 3



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