



SUBSTITUTE TEACHING AUTHORIZATION IN ROE #32

To substitute teach in any public school in the I-KAN ROE #32 region, you need to hold a valid Professional Educator License (PEL), Substitute Teacher License (SUB) or a Short-Term Substitute Teacher License (STS).

- Those with a currently registered **Professional Educator License** do not need a separate Substitute Teaching License, but must be authorized by the Regional Office of Education by completing the substitute packet. (Skip ahead to step 3). Individuals who hold a valid Illinois PEL may substitute for 120 days per assignment. Retired teachers with a valid Illinois PEL may substitute a total of 100 days.
- A **Substitute Teaching License** requires a bachelor's degree from an accredited 4-year institution. SUB licenses are valid for 5 years and are renewable.
- A **Short-Term Substitute License** requires an associate's degree or 60 college credit hours. Individuals can apply for this license through June 30, 2029 and it is not renewable.

Step 1: Obtain a Substitute Teacher License or Short-Term Substitute Teacher License.

- Begin the application process for a SUB or STS license online. Log on to www.isbe.net, click on Educators then ELIS, then click on Login to your ELIS account under Educator Access. Click on Sign up Now in the left side margin and follow the prompts. After you create an account, then you can apply for a Substitute Teacher License or Short Term Substitute License.
- Submit official transcripts directly from the university Lmcelroy@i-kan.org or Mhamilton@i-kan.org or mail to the I-KAN ROE, 1 Stuart Dr., Kankakee, IL 60901.

Step 2: Register your Substitute Teaching License.

- Log into your ELIS account. Once your application status changes from Pending Review to Issued, register your license.

Step 3: Complete the I-KAN ROE 32 Substitute Authorization Packet

- Provide documentation of a physical from a medical professional. The documentation cannot be more than 90 days old from the date of application. (Suggested physical form attached)
- Schedule a fingerprint appointment with Bushue Background Screening at www.bushuebackgroundscreening.com or call 217-342-3042. Fingerprinting takes place at the I-KAN office, 1 Stuart Dr., Kankakee.
- Cost is \$65 with cash or a check made payable to I-KAN ROE. A QR code is available for credit or debit card transactions.

Step 4: Substitute Teacher Authorization

- When all Substitute Authorization Packet paperwork is complete and the results of fingerprinting are received, the Regional Office of Education will finish your substitute teacher authorization packet.
- Substitutes can contact individual school districts they are interested in substitute teaching in. Bring the authorization packet to each district office. Make sure the school district copies the packet and returns your originals to you.
- Substitutes can also sign up to appear on the countywide substitute teacher list.

Creating an ELIS account

Start at www.isbe.net
Click on Educators, click on ELIS



ELIS

Educator Licensure

Educator Preparation

Elevating Educators

Standards & Instruction

Supporting Educators

Starting July 1, 2026, the Illinois Department of Early Childhood (IDEC) will officially become the lead agency for early childhood programming including Preschool, Early Childhood Special Education and Dolly Parton's Imagination Library. To learn more about IDEC, visit idec.illinois.gov.

Under Educator Access, click on Login to your ELIS account



Search...

Educator Licensure
Educator Licensure Information System (ELIS)

Educator Licensure

Educator Licensure Information
System (ELIS)

Resources

- [Rules: Part 25 Educator Licensure](#)
- [License Status Term Glossary](#)

System Notice: The ELIS website is best viewed with the latest version of Google Chrome or Mozilla Firefox on a laptop or desktop computer.

Educator Access

Access your personal portal to manage your teacher license and credentials.

Login to your ELIS account

Public Search

Perform a search of public license information for educators in Illinois by using the City, District, School, or Educator Name.

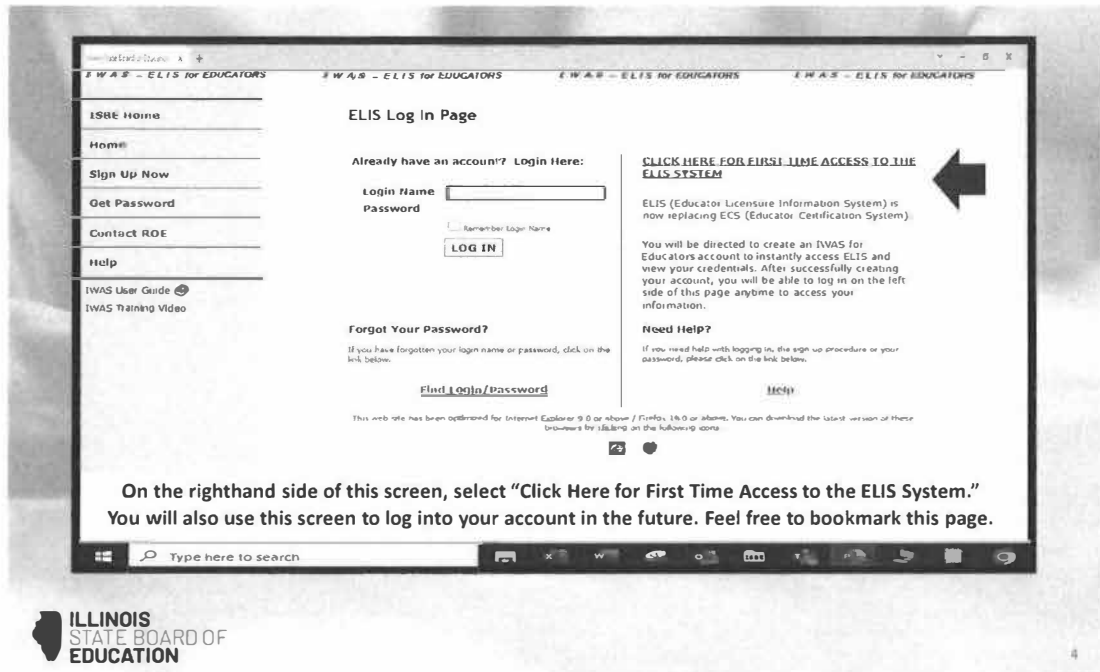
Search Public License Info

Administrator Access

Perform a credential search of educators in Illinois. For use by institutions of higher education, school districts, or prospective employers to verify credentials. Illinois Educator Identification Number (I EIN) required.

Verify Educator Credentials

To create an account, click on Click Here for First Time Access to the ELIS system.



After you create an ELIS account, you will be able to apply for a Substitute Teaching License or Short Term Substitute Teaching License. Click on Apply for a Credential, then choose the license type you are applying for.



1 Stuart Drive, Kankakee, IL 60901

PH (815) 937-2950 | FX (815) 937-2921 | www.i-kan.org

Report of Physical Examination

(TB Test no longer required)

Name: _____

Address: _____

Date of Birth: _____ Sex: _____ Male _____ Female

General Physical Condition: _____

Any Restrictions: _____

The above individual was seen in my office on _____

(date of visit)

Based on the physical examination performed in my office the above individual was found to be:

_____ Physically fit to teach _____ Not physically fit to teach

I hereby certify that the above individual was seen in my office and that this is verification of his/her examination.

Doctor signature: _____

City: _____ State: _____



1 Stuart Drive, Kankakee, IL 60901 | phone 815-937-2950 | fax 815-937-2921

IROQUOIS-KANKAKEE REGIONAL SUBSTITUTE FORM

Fill out this form to have your name placed on the I-KAN Regional Office of Education region-wide substitute teacher list.

The I-KAN Regional Office of Education recommends you contact the individual districts you are most interested in substitute teaching at. The districts will have additional requirements.

NOTE:

Before your name is placed on the substitute list, you must be **AUTHORIZED TO SUBSTITUTE TEACH** through the Iroquois-Kankakee Regional Office of Education Region #32.

Retain your original packet for your records. The cost for a re-printed packet is a \$5.00 charge.

Place my name on the I-KAN Regional Office of Education Regional Substitute List for the **School Year**

PLEASE PRINT OR TYPE CLEARLY

Name: _____

Street: _____

City: _____ **State:** _____ **Zip:** _____

Primary Phone: _____ **Secondary Phone:** _____

IEIN # _____ (located in your ELIS account just under your name)

Email address: _____

I would be available to substitute for the following:

☐ **All KANKAKEE County** / ☐ **All IROQUOIS County** / ☐ **BOTH Counties**

When receiving a call from a district you have the opportunity to accept or deny working for that district.

Comment:

For I-KAN ROE Office Use Only

☐ PEL ☐ STS ☐ SUB ☐ PARA-B, Registered through 20____, BG in ELIS, ☐ Sub List-ELIS, ☐ Added to Sub List