

## Substitute and Paraprofessional License Application Checklist

This checklist is a resource for educators to use when applying for a Substitute or a Paraprofessional License. Upon evaluation, additional documentation may be requested by ISBE prior to the license being issued.

Additional Information regarding requirements can be found here: <https://www.isbe.net/Pages/Educator-Licensure-Requirements.aspx>

<input type="checkbox"/>	<b>Create an Account</b>	Create an account in the Educator Licensure Information System (ELIS)	<a href="https://www.isbe.net/elis">https://www.isbe.net/elis</a>
<input type="checkbox"/>	<b>Apply for Licensure</b>	Apply for the applicable license in your ELIS account.	<a href="https://www.isbe.net/elis">https://www.isbe.net/elis</a>
<input type="checkbox"/>	<b>Submit Transcripts</b>	Request an official transcript. Transcripts must be sent directly from the College/University.  <i>Required for the Substitute License. Required for Paraprofessional License if qualifying with college coursework.</i>	<a href="mailto:transcripts@isbe.net">transcripts@isbe.net</a>  <b>OR</b>  Illinois State Board of Education Educator Effectiveness E-240 100 North First Street Springfield, IL 62777
<input type="checkbox"/>	<b>Submit Diploma and Test Scores</b>	Provide a copy of your High School Diploma or GED <b>and</b> your ETS Parapro or ACT Work Keys score report  <i>This is only a requirement for the Paraprofessional License if the applicant does not have the required college coursework.</i>	<a href="mailto:licensureforms@isbe.net">licensureforms@isbe.net</a>