

Instructions for Becoming a Substitute Teacher

1. Must hold a Bachelors Degree
2. College transcripts must be submitted in an original sealed envelope to:
South Cook ISC
253 West Joe Orr Road
Chicago Heights, IL. 60411

The application process can only be completed on the Educator Licensing Information System (ELIS).

1. Log on to www.isbe.net .
2. Click on ELIS-Educator Credentials.
3. Click on "Sign Up Now."
4. Complete the prompted information requested.
5. Click "continue" and you will have created an "ELIS Account."
6. Log into your ELIS account.
7. Click on "Apply for Substitute License Endorsement."
8. Check to make sure that all of your personal information is correct **including your email address**. You will get all of your correspondence through your email address.
9. Near the end of the application, you will be asked to complete a "Criminal History Disclosure Statement." Please answer the questions truthfully and honestly as it can impact your ability to earn an Educator License with Stipulations.
10. The last step of the process is to pay the application fee. The fee to apply for the license is \$100 and there is a \$1.75 processing fee.
11. Once your application has been submitted and your transcripts arrive, the state will evaluate the application. When your application is being reviewed it will show a status of "pending." Once it is completed, the status will show as "Issued."

The Registration Process

Once your license is issued you must register it immediately and then every five years after . You will need to choose your Region. If you work at Southwest Cook County Cooperative Association for Special Education (SWCCCASE) you will choose "07 Region 07 South Cook ISC4 ."

Additional Assistance

To view a video of this process, log in to the ISC4 website at:

<https://compliance.s-cook.org/SCookD/licensure.aspx>

If you require additional assistance, contact the ISC4 Certification Department at (708) 754-6600.