



REGIONAL OFFICE OF EDUCATION #17

Serving DeWitt · Livingston · Logan · McLean Counties

MARK E. JONTRY
Regional Superintendent

MOLLY ALLEN
Assistant Superintendent

Substitute Teaching:

If you would like to substitute teach in ROE #17 you will need to hold a valid Professional Educator License (PEL), Substitute Teacher License (SUB), a Paraprofessional License (with a bachelor's degree), or a Short Term Substitute License (STS)*

- If you hold a Teaching License (PEL) you DO NOT need to apply for a Substitute Teacher License and you can skip to STEP #3. OR If you hold a Paraprofessional License and have a bachelor's degree on file, you are qualified to be a substitute teacher and DO NOT need to apply for a Substitute License in ELIS, but you MUST complete the substitute authorization process by completing the steps below that are applicable. You can skip to STEP #3.
- A Substitute Teacher License (SUB) is valid for 5 years only and is renewable. **Note: You must have a Bachelor's degree or higher from a regionally accredited institution of higher education.**

STEP ONE: Obtain a Substitute Teacher License through the State of Illinois:

If you have a valid teaching license, skip ahead to STEP THREE.

1. Log on to www.isbe.net and click on **TEACHERS**. Click on **Log in to ELIS**, then click on **Login to your ELIS account** (under Educator Access), then click on **Sign up Now** on the left side and follow the prompts. Select **Continue**.
2. Follow the steps and click on "Apply for a Substitute Teacher license." You will pay \$50.00 plus a convenience fee.
3. At this point you should have your official sealed transcripts sent *directly from your university* to ROE #17 either by mail or email. They must be from an accredited university and show a Bachelor's degree has been awarded. **New: You can have official transcripts emailed from your university to transcripts@roe17.org.**

STEP TWO: Register your Substitute Teaching License:

1. Once your application status changes from "Pending Review" to "Issued" on your ELIS Account you must register your license and choose ROE #17 for your region.
2. Click on "Registration" under the "home" tab and follow the steps. Choose region #17. You will pay \$50.00 registration fee plus a convenience fee.

Any time during this process, you can begin the steps below for employment in our districts.

STEP THREE: How to obtain a Substitute Teacher Authorization letter from ROE #17:

Persons wishing to work as a substitute teacher in our districts must **submit the following materials to ROE #17:**

- Photocopy of your ELIS credential page showing an IL teaching license or substitute license registered in DeWitt/Livingston/Logan/McLean ROE 17
- Official transcript of your bachelor's degree transcript (if not already submitted in STEP ONE)
- Statement of Good Health - signed by physician, no more than 90 days old.
- Substitute Teacher Information Form and Fingerprinting Facts Form
- \$65 – cash, check, money order or online via Authorizen.Net to ROE 17 must be received before you can make an appointment to be fingerprinted. Note: As of 1/1/21 ROE#17 will not accept fingerprints from other ROEs/ISCs. Call BUSHUE at 217-342-3042 to schedule an appointment.
- After every step is completed and we receive the results of your fingerprinting we will email you an encrypted Substitute Authorization Letter and a copy of your background check results.
- **You will need to submit a copy to each district office where you would like to substitute teach and apply directly with them.**



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SUBSTITUTE TEACHER INFORMATION FORM

Section 10-21.9 of Illinois School Code requires all applicants for employment with a school district including persons or firms holding contracts with the district, who have direct daily contact with the pupils of any district school, to authorize a fingerprint-based criminal history records check to determine if the applicant has been convicted of certain enumerated offenses, and a check of criminal databases. A school board shall not knowingly employ a person for whom a criminal background investigation has not been initiated.

I authorize the ROE 17 to submit fingerprints and other necessary information electronically to the Illinois State Police (ISP) and the Federal Bureau of Investigation (FBI) to conduct a criminal background check.

I further authorize the ROE 17 to check for my name on the Statewide Illinois Sex Offender Database.

I further authorize the ROE 17 Regional Office of Education to check for my name on the Illinois Statewide Child Murderer and Violent Offenders Against Youth Database.

I understand that conviction on any of the enumerated offenses or the presence of your name on any of these reports will exclude me from substitute teaching in ROE 17 schools and could result in the suspension, revocation, or surrender of my teaching certificate(s).

I understand that the Regional Superintendent shall share criminal history reports with the Superintendent of a School District, other Regional Superintendents, the State Superintendent of Schools, and the Illinois State Board of Education. I further understand that a copy of the criminal history check shall be provided to me.

I understand that I am responsible for the payment of the cost of the criminal history check and checks of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database. All fees are nonrefundable.

I understand that receiving a ROE 17 Substitute Authorization certificate is necessary to substitute teach in ROE 17 Public Schools, and that obtaining such certificate does not guarantee that I will be hired as a substitute teacher in DeWitt, Livingston, Logan or McLean counties.

Name (Please Print)

Date

Signature



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Fingerprinting Facts

- The initial cost for fingerprinting is \$65.00
- A small percentage of people being fingerprinted will have to be reprinted.
- You may incur up to \$20.00 in additional fees if the Illinois State Police and/or Federal Bureau of Investigation deem your fingerprints are too faint to read. This is not the fault of the fingerprinting company. Live scan technology is the best method of fingerprinting.
- If your initial fingerprints are rejected as too faint to read by either the Illinois State Police or Federal Bureau of Investigation, you will be charged an additional \$10.00 processing fee. This fee is paid to the State Police or the FBI. It is not paid to Bushue Background Screening to fingerprint you.
- If your fingerprints are rejected twice by the Federal Bureau of Investigation, we will ask for a name based background check, which does not require an additional fee. It usually takes from two to three weeks to receive the results of the name based background check. Occasionally, it has been as long as eight weeks to receive the results.

I, _____ have read the fingerprinting fees information and agree to pay additional fees if resubmission of fingerprints are deemed necessary by the Illinois State Police or the Federal Bureau of Investigation. I understand that if I do not submit a second set of fingerprints I will not be issued a substitute teaching authorization in the DeWitt/Livingston/McLean/Logan County region.



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PHYSICIAN'S STATEMENT OF GOOD HEALTH

The Illinois School Code* requires that new employees show evidence of physical fitness to perform duties assigned to them. Any cost shall rest with the employee. I hereby certify that _____ meets the above requirement of physical fitness.

Signature M.D.

Date

Address, City, Zip

*(105 ILCS 5/24-5) (from Ch. 122, par. 24-5)

*Sec. 24-5. Physical fitness and professional growth. School boards shall require of new employee evidence of physical fitness to perform duties assigned and freedom from communicable disease. Such evidence shall consist of a physical examination by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician not more than 90 days preceding time of presentation to the board, and the cost of such examination shall rest with the employee.

A new or existing employee may be subject to additional health examinations, including screening for tuberculosis, as required by rules adopted by the Department of Public Health or by order of a local public health official.

(Source: P.A. 78-344)

Physician: Please return to applicant. Applicant brings or mails to ROE 17. Do not send this form via fax.



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Fingerprinting Payment Receipt

Make check payable to Regional Office of Education #17

Name: _____

Address: _____

Telephone: _____

Email: _____

IEIN: _____

ROE USE ONLY:

Receipt No.
Check No.
Cash
Credit Card
Date