



Community Consolidated School District 46

565 Frederick Road, Grayslake, IL 60030

Substitute Teacher

What do I need in order to apply for a Substitute License?

- A bachelor's degree or higher from a regionally accredited institution of higher education.
- A valid Illinois Professional Educator Licensure (PEL) and a bachelor's degree.

How do I obtain a Substitute License?

1. Log into the Educator Licensure Information System (ELIS) at www.isbe.net/ELIS.
2. From the Action Center, select "apply for a substitute or short-term substitute license."
3. Complete application and pay reimbursable fee.*
4. Your institution must submit your official transcripts to your Regional Office of Education or Intermediate Service Center or to transcripts@isbe.net.
5. We will issue your license automatically once we verify your transcript.
6. Register your license in ELIS. You now have a license valid for employment.

*ISBE will reimburse your application fee once you substitute teach for 10 or more days after receiving your license. Ask your Regional Office of Education or Intermediate Service Center for more details once you are employed.

Paraprofessional (Program Assistant)

What do I need in order to apply for a Paraprofessional License?

- *Paraprofessional License*
 - Must be at least 19 years of age
 - **Beginning January 1, 2023**, you may qualify for the ELS-Paraprofessional license by meeting the requirements outlined below at age 18 but only may serve in prekindergarten through grade 8.
 - **One** of the following required:
 - Associate's degree or higher
 - 60 semester hours of coursework
- *Short Term Paraprofessional License (Effective August 18, 2022)*
 - High school diploma or equivalent

How do I obtain a Paraprofessional License?

1. Create your ELIS account if you do not already have one (www.isbe.net/elis)
2. Once you are logged in to ELIS, click on "Apply for a Paraprofessional License" and follow the prompts.