

# SUBSTITUTE TEACHING LICENSES

There are two licensure options available to be a Substitute Teacher:

- **Substitute Teaching License**

- Requires bachelor's degree or higher from a regionally accredited institution
- Valid for 5 years
- Renewable every five years with payment of registration fees
- Can serve in place of a contracted teacher for up to 120 days
- Apply in ELIS
- Send official transcripts to the ROE. The ROE can accept the transcript electronically as long as it is sent directly to the ROE from the university. Have the transcript sent to Jennifer Yoder – [jyoder@peoriacounty.org](mailto:jyoder@peoriacounty.org).
- If you hold a valid Illinois Professional Educator License (PEL) you can use that license to work as a Substitute and this Substitute License is not required

- **Short-Term Substitute License**

- Requires associate's degree or at least 60 hours of college coursework from a regionally accredited institution
- License expires on June 30, 2023. It's possible that legislation will be passed to extend this STS License
- Can teach up to 15 consecutive days per licensed teacher
- Must complete a district training prior to employment
- Apply in ELIS
- Send official transcripts to the ROE. The ROE can accept the transcript electronically as long as it is sent directly to the ROE from the university. Have the transcript sent to Jennifer Yoder – [jyoder@peoriacounty.org](mailto:jyoder@peoriacounty.org).

**\*\*Starting January 1, 2023**, any educator enrolled in an approved teacher preparation program will be eligible for a Substitute License if they have completed 90 semester hours of credit. More information to come towards the end of 2022.