APPLYING FOR A SUBSTITUTE LICENSE FOR PEORIA PUBLIC SCHOOLS
(Step-by-step guide begins on next page)

To become a Substitute Teacher in Peoria Public School, you are required to have a Substitute Teaching License, which is issued by the Illinois State Board of Education and then subsequently registered in Peoria County, with the Regional Office of Education #48. There are two categories of substitute licenses available, depending on level of education of the applicant:

<table>
<thead>
<tr>
<th>Education</th>
<th>If you have a Bachelor’s Degree or higher…</th>
<th>If you have an Associate’s Degree or 60 college credit hours…</th>
</tr>
</thead>
<tbody>
<tr>
<td>License</td>
<td>You are eligible for a Long Term Substitute License (SUB). With a Long Term Substitute License, there is no limit to the number of consecutive days that you can substitute teach in the same classroom.</td>
<td>You are eligible for a Short Term Substitute License (STS). With a Short Term Substitute License, you can substitute teach in the same classroom for a maximum of 5 consecutive days.</td>
</tr>
<tr>
<td>Fees</td>
<td>$50 Application Fee $60 Registration Fee</td>
<td>$25 Application Fee No Registration Fee</td>
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</table>

Substitute licenses are issued by the Illinois State Board of Education (ISBE). The Application fee is paid to complete an application, before receiving a license. The Registration fee is paid after receiving the license, to register it in Peoria County.

As a Substitute Teacher in Peoria Public Schools

If you have a Substitute License (SUB)

- You are paid $130/day for short term subbing (less than 15 consecutive days)
- You are paid $180/day for long term subbing (15 consecutive days or more)

If you have a Short-Term Substitute License (STS)

- You are paid $110/day for short term subbing
- You cannot substitute long term in the same classroom (more than 5 consecutive days)

Based on vacancies and absences of teachers, substitutes can choose the day, class, and school in which they substitute teach. There is no requirement for minimum or maximum days to remain a substitute.
Note: The images below show the application and registration for a Long Term Substitute License (SUB). However, the process is nearly identical to the Short Term Substitute License (STS). If you are applying for an STS, you can follow these steps but choose STS instead of SUB when applicable.

Process:


Create an account by clicking “Sign Up Now” on the left-hand side.
2. Create an ELIS for Educators Account

Fill in the required information and continue.
3. **Add Contact Information After Creating Account**

After you have created an account, you will be required to add/update contact information to your account before you can begin applying for a Substitute License. Click the link and complete the wizard to add/update contact information.
4. **Apply for a Substitute License**

Once you’ve added/updated your contact information and you return to the homepage, you will have the option to apply for a Substitute License. If you have at least a Bachelor’s degree or high, click the “A Substitute License (SUB)” to begin the wizard to complete the application. If you have an Associate’s degree or 60 credit hours, click “A Short-Term Substitute License (STS)” to begin the wizard to complete the application.

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**Complete the License Application wizard**
5. **Complete the application and send official transcripts to ROE 48**

Once you complete the application, you will be returned to the homepage and prompted to send your transcripts to either ISBE or your Regional Office of Education. To expedite the process, please ask your college/university to send your official college transcripts directly to the Regional Office of Education 48 by mail or e-mail.

**Mail:**
Regional Office of Education 48
324 Main Street, Room 401
Peoria, IL 61602

**Email:**
jyoder@peoriacounty.org

*Note*: To be official, transcript must be submitted in an envelope sealed by the college or university or be sent directly by the institution. Transcripts received that are not in a sealed envelope from the university or not sent directly from the university will be considered unofficial and cannot be used for evaluation purposes. Transcripts can be sent electronically to the email address listed below if they are sent directly from the college or university and not from the applicant.
6. **Register the License in Peoria County**

Once your transcript has been received by the Regional Office of Education, the license will be issued. ISBE will send you an email to notify you that there has been a change to your ELIS account. Your next step is to log back into ELIS and register the license in Peoria County.

7 **Returning to your ELIS account after your license has been issued by ISBE.**

Upon returning to ELIS, you should see a yellow notification running across the screen. Click “Registrations” in the Action Center to begin the process of registering the Substitute License with the Regional Office of Education.

8 **Choose your license to register it in Peoria County.**

After clicking “Registrations,” you will be shown a list of licenses that you possess which have not been registered yet. Click “Register This License Only” to continue.
Your license shown as registered on your ELIS account home screen.

Once completing the Registration and associated payment, you can return to your ELIS home page and you will see that it is now registered. Congratulations!

7. Apply for a Substitute Teaching Position with Peoria Public Schools

You can apply to be a substitute teacher with Peoria Public Schools by going to [http://bit.ly/pps-jobs](http://bit.ly/pps-jobs) and completing the application for the position "SUBSTITUTE | TEACHER | UNDISTRIBUTED"

8. Getting Hired

a. If you are hired, HR will complete a background check, drug test and all paperwork needed from you and your hire will be presented to the Board of Education for approval.

b. HR will set up a date and time for you to attend a substitute teacher orientation training.

c. For any questions or additional information on how to apply to Peoria Public Schools (District 150), please call the Human Resources Department at (309) 672-6770.

9. Finally, Accepting a Position at PPS:

Once approved as a Substitute Teacher and orientation training is completed, HR will provide access to AESOP, our automated substitute calling system. Substitute teachers receive notification calls of open positions and the Substitute Teacher will be able to select to accept or not accept that position for the day.

Miscellaneous Notes:

- License is valid for substitute teaching in all grades of the public schools, PreK to grade 12.
- Sub licenses are valid for 5 years and may be renewed with payment of registration fees.
- If you hold a valid Professional Educator License or Educator License with Stipulations that requires a bachelor's degree for issuance, you are qualified to be a substitute teacher. You do not need to hold a substitute license as well.
- Long-term Substitute Teachers will be paid the long-term rate of $180 after 15 consecutive days worked with no days missed, and on the 16th day will be paid retroactively.