

Substitute Licenses in the State of Illinois

What you need to know

SUBSTITUTE LICENSE

REQUIREMENTS

1. Must hold a bachelor's degree or higher from a regionally accredited institution of higher education.
2. Valid for substitute teaching in all grades of the public schools, prekindergarten through grade 12

***Note:** Substitute licenses are valid for 5 years, and may be renewed with the payment of registration fees.

IF I HOLD A VALID PROFESSIONAL EDUCATOR LICENSE OR EDUCATOR LICENSE WITH STIPULATIONS, AM I QUALIFIED TO BE A SUBSTITUTE TEACHER?

If you hold a valid professional educator license or educator license with stipulations that required a bachelor's degree for issuance, you are qualified to be a substitute teacher. You **do not** need to hold a substitute teaching license.

SHORT-TERM SUBSTITUTE LICENSE

REQUIREMENTS

1. Must hold an Associate's degree or higher from a regionally accredited institution of higher education or show completion of 60 semester hours of coursework.

***Notes:**

- Valid for substitute teaching in all grades of the public schools, prekindergarten through grade 12.
- Short-Term Substitute licenses are valid until June 30, 2023, and may not be renewed.
- Cannot teach more than 5 consecutive days per licensed teacher
- Must complete a training program provided by the school board
- Application fee is \$25 (can be refunded within 18 months after teaching 10 days within one year of the license being issued.)
- No registration fee

Short-Term Substitute Teaching License Training: School boards must develop a short-term substitute teacher training program that provides individuals who hold this license with information on curriculum, classroom management techniques, school safety, and district/building operations. ISBE may develop a model program for use. This section is repealed on July 1, 2023.

This Training must be approved in consultation with the teacher's union from each district.