



Adams County Office | 507 Vermont Street | Quincy, IL 62301 | (217) 277-2080
Pike County Office | 1267 W. Washington | Pittsfield, IL 62363 | (217) 285-6714
Morgan County Office | 110 N. West Street | Jacksonville, IL 62650 | (217) 243-1804
Cass County Office | 651 South Morgan, Room 119 | Virginia, IL 62691 | (217) 452-723

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Instructions for obtaining a Substitute Teaching License

ROE# 1: Brown, Cass, Morgan, and Scott Counties

Total Fees \$ 170.00

- **Create an ELIS account at www.isbe.net**
 - Click System Quick Links (Top Right)
 - Choose ELIS/Educator Licensure from the pull down menu
 - Click on Educator / Login to your ELIS account
 - CLICK HERE FOR FIRST TIME ACCESS TO ELIS SYSTEM
 - Create your profile
 - Click on Continue
- **Apply online for a Substitute Teaching License**
 - Pay the \$50.00 Application Fee
- **Request that your official transcripts from your college(s), to be sent to:**
 - Regional Office of Education # 1
 - 110 North West Street
 - Jacksonville, IL 62650
 - OR**
 - Through Parchment to kschone@roe1.net
- **Complete the attached Substitute Teacher Background Inquiry Authorization Form** and return to our office.
- The Personal Data form will be faxed to the Morgan County Sheriff's Department by this office. After it is received you may call 217-245-4143 ext. 1 and schedule an appointment on Thursdays or Fridays between 8:00 am and 5:00 pm, (closed 11:00 to noon). The \$70.00 fee must be paid to the ROE #1 office, 110 North West Street, Jacksonville, IL, prior to the scheduled appointment.
- should care provider and returned to this office.
- ISBE will notify you by email when you are approved, and you may log into your ELIS account and ☎ ☎ ☎ and pay the \$ 50.00 registration fee.
- You may print your 'Credential' page to show verification of completion to the school(s) where you wish to teach.

