

# Substitute & Paraprofessional License Application Checklist

This checklist is a resource for educators to use when applying for a Substitute or a Paraprofessional License. Upon evaluation, additional documentation may be requested by ISBE prior to the license being issued.

Additional information regarding requirements can be found here:  
[Educator Licensure Requirements](#)

- |                          |                              |  |                            |
|--------------------------|------------------------------|--|----------------------------|
| <input type="checkbox"/> | Create an Account            | Create a user account in the Educator Licensure Information System (ELIS)  | <a href="#">Click Here</a> |
| <input type="checkbox"/> | Apply for Licensure          | Apply for applicable license in your ELIS account  |                            |
| <input type="checkbox"/> | Submit Transcripts           | Request an official transcript. Transcripts <b>MUST</b> be sent directly from the College/University. – SEE ADDRESS LISTING BELOW<br><i>Required for Substitute License and for Paraprofessional License if qualifying with college coursework</i>             |                            |
| <input type="checkbox"/> | Submit Diploma & Test Scores | Provide a copy of your HS Diploma or GED <b>and</b> ETS Parapro or ACT Work Keys score report – SEE ADDRESS LISTING BELOW<br><i>This is only a requirement for the Paraprofessional License if the applicant does not have the required college coursework</i> |                            |

## Contact & Mailing Addresses

### TRANSCRIPTS

Email: [transcripts@isbe.net](mailto:transcripts@isbe.net)

#### *Mailing:*

Illinois State Board of Education  
Educator Effectiveness E-240  
100 North First Street  
Springfield, IL 62777

### DIPLOMA & TEST SCORES\*\*

Email: [licensureforms@isbe.net](mailto:licensureforms@isbe.net)

\*\*Required for Paraprofessional License without required college coursework only

