

\$150/day - \$225/day

Higher Rates for High Needs Schools

NonDegree STS \$105/day

(SUB) SUBSTITUTE TEACHING

SUBSTITUTE TEACHING:

If you would like to substitute teach in any school district in ROE #39 Macon-Piatt Counties you will need to hold a valid Professional Educator License (PEL) OR Substitute Teacher License (SUB).

- If you hold a Valid Teaching License (PEL) you DO NOT need a Substitute License.
- If you hold a Paraprofessional License and have a bachelor's degree on file, you are qualified to be a substitute teacher and DO NOT need a Substitute License, but you do have to complete the substitute authorization process by completing the steps below that are applicable.
- A Substitute License (SUB) is valid for 5 years and is renewable.
Note: You must have a bachelor's degree from an accredited 4-year institution for a Substitute License. (SUB)

STEP ONE: Obtain a Substitute Teacher License through the State of Illinois: If you have a valid teaching license (PEL), skip ahead to STEP THREE.

***A law is in effect that allows individuals who have worked at least 10 full school days on the substitute license to receive a refund from ISBE for your substitute application fee. The law is applicable to any educator who had a SUB license issued on or after July 1, 2017. [Click here for more information](#)*

STEP TWO: Register your Substitute Teaching License:

Once the application status changes from "Pending Review" to "Issued" on your ELIS Account – you must register your license before it will be valid.

1. Click on Registration under the Home tab and follow the steps. You will pay \$60.00 plus a \$2.00 convenience fee.

STEP THREE: How to obtain a Substitute Teacher Authorization letter from ROE #39:

Applicants wishing to be considered for a Substitute position must submit the substitute packet materials to ROE #39. The substitute packet includes the following:

- Substitute Teacher Application Form
- Release of Information Form
- Original Statement of Good Health (no photocopies) signed by a physician, no more than 90 days old.

- BUSHUE authorization forms for your fingerprint appointment. Return these forms to dwilliams@roe39.org PRIOR to your fingerprint appointment.

[Click here to print the Substitute packet needed to complete the authorization process:](#)

If you prefer the Substitute packet to be sent to you electronically via esignature please email dwilliams@roe39.org and request an electronic sub packet be sent to you.

Recently, ROE39 established a relationship with DMH Corporate Health. Please call 217-876-4900 to set up an appointment for a physical if you do not have a Dr. or recent physical. You must let them know you are having a pre-employment physical for ROE39 and that you are self-pay. They will bill your insurance company on your behalf. If you do not have insurance, the cost is \$70.00.

STEP FOUR: Fingerprinting:

1. Pay for your fingerprinting PRIOR to making your appointment. The cost is \$65 and can be paid online via converge.net (see link below) or by cash or money order in person at our office. There will be a \$2.00 convenience fee charged.

2. [Click here to pay for your Substitute fingerprinting online](#)

Once you have completed and submitted all of the Substitute Packet paperwork and the results of your fingerprinting from BUSHUE have been received at our office, you will be mailed a Substitute Teacher Authorization letter along with a copy of your background check and physical. You will need to take that information to each district office where you would like to substitute teach. Let them copy it for their files and apply directly with them

ROE #39 Privacy Policy: All inquiries regarding licenses must be made by the license holder, we are unable to share information with other parties. Thank you.

New Licensing Option.....(STS) Short Term Substitutes
Visit Macon Piatt County Regional Office of Education for
more information <https://www.maconpiattroe.org/page/sts-short-term-substitutes>

Effective 7/1/2018: A Short-Term Substitute License (STS) may be obtained by **individuals with an associate's degree or higher from a regionally accredited institution of higher education or show completion of 60 semester hours of college coursework.**

- STS is valid for substitute teaching in all grades of the public schools.

- STS licenses are valid until June 30, 2023 and may not be renewed.
- STS holders cannot teach more than 5 consecutive days per licensed teacher.
- STS holders must complete a training program provided by the school board or ROE # 39
 - [Sign up here for Short Term Substitute Training.](#)
- STS license holders can serve as Paraprofessionals.

Once you have received that packet, call Jasmine Gause 217-362-3035 to schedule time to completed your onboarding