## LICENSE RENEWAL HOW-TO:

Substitute (SUB)
Paraprofessional (ELS-PARA)

Your Illinois educator license must be renewed and registered by June 30, 2021. You may login to your Educator Licensure Information System (ELIS) account to renew your license beginning April 1, 2021.

To renew and register your substitute teaching or paraprofessional license, follow the steps below. Failure to renew and register the license by June 30, 2021 will cause it to be changed to an Invalid status.

You can still renew the license at any time. However, if you renew and register your substitute teaching or paraprofessional license after June 30, you will receive a new license cycle.

- 1. Login to your ELIS account (https://apps.isbe.net/iwasnet/login.aspx).
- 2. Click on "Renewals" in the Action Center

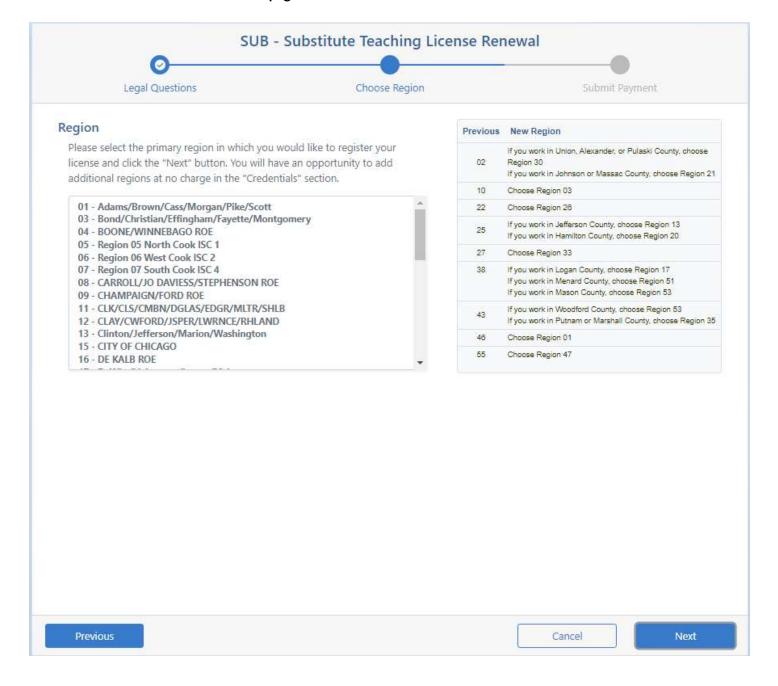


## 3. ELIS will lead you through the renewal steps which include answering legal background questions.

Yes No Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)  Yes No Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotics, or drug offense in Illinois or any other state? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)  Yes No Have you failed to (a)file an Illinois tax return, (b)pay the interest, penalty, or tax shown on an Illinois filed return, or (c)pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?  Yes No Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)  Yes No Are you currently more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. 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4. Select the appropriate region.

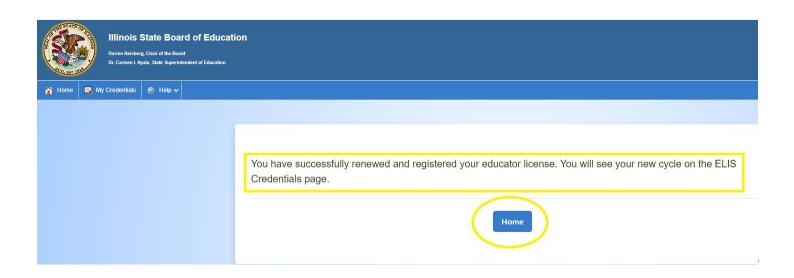
Click Next at the bottom of the page.



- 5. Answer "YES" to the Professional Development Disclosure Statement questions. SUBs and PARAs do not require professional development and you will NOT be asked to submit documentation to ISBE.
- 6. Enter a credit/debit card to pay the applicable registration and handling fees.
  - **Registration fees are:** 
    - \$10 per year for Subs, i.e. \$50 per five-year cycle for a Sub
    - \$5 per year for PARAs, i.e. \$25 per five-year cycle for a PARA

**Click Submit Payment.** 

7. Click Home to take you back to your ELIS Home Page.



- Please visit the Renewal page on our website at <a href="https://www.isbe.net/Pages/Educator-Renewal.aspx">https://www.isbe.net/Pages/Educator-Renewal.aspx</a>, for additional information regarding specific renewal requirements.
- If you encounter a problem or have additional questions about renewal or registration, please contact your Regional Office of Education using this link <a href="https://www.isbe.net/Pages/contact-licensure.aspx">https://www.isbe.net/Pages/contact-licensure.aspx</a>.