

Regional Office of Education #3 ~ Bond, Christian, Effingham,
Fayette & Montgomery Counties

Julie Wollerman, Regional Superintendent of Schools
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To: Substitute Teacher Candidates

From: Julie Wollerman, Regional Superintendent of Schools

RE: Requirements for Substitute Teaching in Bond, Christian, Effingham, Fayette & Montgomery Cos.

Here are the requirements for substitute teacher candidates:

1. You must hold a valid Illinois Professional Educator License (PEL) or Educator License with Stipulations (ELS - Substitute license). To apply for either, you must log into ELIS via www.isbe.net and complete an application. Our offices are equipped to help you on-site with this. Please stop in if you need assistance.
 - a. **\$50.00** application fee for each license
 - b. **\$50.00** registration (\$10 per year/5 years) fee for the period of validity

Once you have been awarded your license and paid registration fees, you are eligible to substitute teach. However, all schools now require background checks and health papers for you to work in their district. To avoid providing such paperwork (at your cost) to each district, you can obtain an ROE 3 Substitute Teacher Authorization. This allows you to present the paperwork one time to the ROE instead of each district as we are authorized by law to share background checks with districts. The steps for obtaining an ROE 3 Substitute Teacher Authorization are:

2. You must present evidence of a recent medical/physical examination or physician's authorization of good health (*within previous 90 days as per state law 105 ILCS 5/24-5*).
3. You must present a valid driver's license or state issued photo ID.
4. You must complete the online Mandated Reporter Training through DCFS. This is a free training available online. If you do not have Internet access, you can take the training at one of our offices. Please allow at least 90 minutes. Once you complete the training, be sure to print off your completion certificate. You will also sign an acknowledgement form that you understand the responsibilities that come with being a mandated reporter.
5. You must authorize a fingerprint criminal history check. Our office will provide all the forms that need to be completed. We forward the information to Bushue Human Resources who does the fingerprinting. This will cost the applicant **\$52.00 (cash) or \$54.00 (debit/credit)** and must be paid at the time of fingerprinting. They accept cash, money order, or credit/debit card. Bushue Human Resources is located at 302 E. Jefferson Ave. Suite B in Effingham.
6. You must pay a **\$25** processing fee for issuance of an ROE 3 Substitute Teacher Authorization.

Our office will also ask if you wish to have your name and contact information added to our substitute teacher database. This is optional. This database is used by our districts when seeking substitute teachers and paraprofessionals. It does not take the place of an individual visit by you. We recommend that you visit each district/school that you have an interest in subbing at and introduce yourself to the administrative staff.

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