

REGIONAL OFFICE of EDUCATION

Monroe & Randolph Counties

Monroe County Office
107 East Mill Street
Waterloo, IL 62298
Tel: (618) 939-5650
Fax: (618) 939-5332

Randolph County Courthouse
#1 Taylor Street, Rm. 101
Chester, IL 62233
Tel: (618) 826-5471
Fax: (618) 826-5474



KELTON DAVIS
*Regional Superintendent
of Schools*

CHRIS DIDDLEBOCK
*Assistant Superintendent
of Schools*

ROE #45 Substitute Teacher Packet

To substitute teach in any public school in ROE #45, you will need to hold a valid Professional Educator License (PEL), Substitute Teacher License (SUB) or a Short-Term Substitute Teacher License (STS).

- If you hold a Professional Educator License (PEL) you *do not* need a Substitute Teacher License (SUB). Please skip ahead to step 2.
- The SUB License requires a bachelor's degree from an accredited 4-year institution. It is valid for 5 years and is renewable.
- The Short-Term Substitute License requires an associate's degree or 60 college credit hours. It is valid until June 30, 2023, and at this time, is not renewable.

STEP 1: Obtain a Substitute Teacher License from the State of Illinois (SUB or STS)

If you already hold a valid PEL, skip ahead to step 2.

- Submit an online application on the [Illinois State Board of Education ELIS site](#). (\$50 fee)
 - If you do not already have an ELIS (Educator License Information System) account, see page 4.
- Submit official college transcripts to Nicole at nkoch@roe45.org or mail in a sealed envelope from the college to:
Regional Office of Education #45
ATTN: Nicole Koch
107 East Mill Street
Waterloo, Illinois 62298

STEP 2: Register your License with Region #45 (SUB, PEL or STS)

Upon issuance of the License by Illinois State Board of Education, your license must be registered with the #45 region. This can be done once your License is *Issued* on your ELIS account and no longer *Pending Review*. There is a \$60 fee to register your License.

- In your ELIS account, select the Registration Tab
- Choose Region 45 Monroe-Randolph.
 - If your License is already registered with another region, you will not need to pay an additional fee to register with region #45.

STEP 3: Obtain Monroe-Randolph Substitute Authorization for the Master Substitute Teacher List

To be placed on the Master Substitute Teacher list for Monroe-Randolph Counties, complete the following steps and submit the required materials to the ROE #45:

- Make an appointment to have the Fingerprint Background Check completed at the ROE #45 office in Waterloo.

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STEP 3 continued:

- There is a \$49 fee due to ROE #45 at the time of appointment and the process will take approximately 15 minutes. Cash or check is accepted. Call 618-939-5650 to schedule.
- Complete the following forms and bring with you to the Fingerprint Background Check appointment, email to Nicole at nkoch@roe45.org, or fax to 618-939-5332, prior to your appointment.
 1. Fingerprint Authorization & Release for Substitute Teachers
 2. Physician's Verification of Good Health
- Submit payment to be added to the ROE #45 Master Substitute Teacher List. Payment is due at the time of the Fingerprint Background Check. Cost is \$4 per year remaining in your License cycle. (The fee for a newly issued license is \$20.)
 - This fee can be combined with the \$49 Fingerprint Background Check fee.
 - The Master Substitute Teacher List is distributed to all Monroe-Randolph school districts and contains applicant's contact information and status as a qualified substitute teacher.

To Renew Monroe-Randolph Substitute Authorization: (To be done at time of License renewal)

The Substitute Authorization will be valid through the registration period of the license and will be renewed upon successful renewal of your license. You will be required to submit the Substitute Authorization Certificate registration fee after renewing your license for the next cycle.

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Fingerprint Authorization & Release for Substitute Teachers

Section 10-21.9 of Illinois School Code requires all applicants for employment with a school district, who have direct daily contact with the pupils of any district school, to authorize a fingerprint-based criminal history records check to determine if the applicant has been convicted of certain enumerated offenses and a check of criminal databases. A school board shall not knowingly employ a person for whom a criminal background investigation has not been initiated.

Last Name: _____ First Name: _____ Middle Name/Suffix: _____

Full Maiden Name: _____ Other Names Used or Aliases: _____

Social Security Number: _____ Date of Birth: _____ Place of Birth (State): _____

Driver's License Number: _____ State Issued: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Sex: _____ Race: _____ Eye Color: _____ Hair Color: _____ Height: _____ Weight: _____

Substitute Teaching Preferences:
Grades: _____ Subjects: _____
School Districts: _____

I authorize the Monroe-Randolph Regional Office of Education to submit fingerprints and other necessary information electronically to the Illinois State Police (ISP) and the Federal Bureau of Investigation (FBI) to conduct a criminal background check.

I authorize the Monroe-Randolph Regional Office of Education to check for my name on the Statewide Illinois Sex Offender Database, Illinois Statewide Child Murderer and Violent Offenders Against Youth Database.

I understand that I am responsible for the payment of the cost of the fingerprint-based criminal history check and Regional Office reviews of all databases listed above.

I authorize the Regional Superintendent to share criminal history reports with the superintendents of school district, other Regional Superintendents, the State Superintendent of Schools, and the State Teacher Certification Board. I understand that a copy of the criminal history check shall be provided to me in the event of any negative results in the criminal history report.

I understand that receiving a Monroe-Randolph Substitute Authorization is necessary to substitute teach in Monroe-Randolph public schools AND that obtaining such certificate does not guarantee that I will be hired as a substitute teacher in Monroe or Randolph Counties.

Signature of Applicant _____ Best Daytime Phone _____ Date _____

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY
Fingerprint Technician _____ Date of Fingerprint _____ TCNLS10394L8233

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Physician’s Verification of Good Health

Patient Name: _____

Section 24-5 of the School Code states in part – “School boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis...presentation to the board and cost of such examination shall rest with the employee.”

Complete this form or attach a Physical Examination form provided by your doctor.

***This form can be completed by any type of medical provider (doctor, nurse, or physician’s assistant).**

Physician’s Verification

I have determined that the above-named applicant is able to perform the essential functions and duties of the position of substitute teacher with reasonable accommodations and that he/she is free of communicable diseases.

Date: ____/____/____

Physician Name Printed: _____

Physician Signature: _____

Address: _____

Tuberculosis Skin Test

Date Given: ____/____/____

Date Read: ____/____/____

Reading: _____ Results (circle one): Negative Positive

Physician Name Printed: _____

Physician Signature: _____

If x-ray is indicated, attach appropriate paperwork

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New ELIS Account Set-up Instructions

To Set-up a New Account on ELIS (Educator Licensure Information System):

1. Go to the Illinois State Board of Education website: <https://www.isbe.net/>
2. Click *Systems Quick Links* from top of page
3. Click *ELIS: Educator Licensure Information Systems*
4. Under *EDUCATOR ACCESS*, click *Login to your ELIS account*
5. Click *CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM*. This will direct you to create an IWAS for Educators account to access ELIS and view your credentials. After creating your account, you will be able to log in to ELIS anytime to access your information.

After completion of setting up your account:

- A window should read – *Welcome to your personal IWAS for Educators account*
- Click *Continue*. ELIS will launch.
- ELIS will allow you to:
 - View credentials
 - Renew, reinstate or register your existing educator license
 - Apply for licenses, endorsements or approvals
 - Enter in professional development activities
 - Update your personal information including contact information