

ERCU #1 SUBSTITUTE TEACHER APPLICATION PROCESS:

Sign up at the Regional Office of Education (ROE #12), located 3rd floor of the Richland County Courthouse in Olney. Any questions before you go, call the ROE at 392-4631.

The ROE issues a Substitute Teacher Authorizations to individuals who meet the following requirements:

- 1) Hold a valid Professional Educator License, Educator License with Stipulations (certain endorsements) or Substitute License registered in ROE #12.
- 2) Provide proof of tuberculin skin test within the past 90 days
- 3) Completed Physical examination form within the past 90 days
- 4) Fingerprint based criminal history check within the past 90 days
- 5) Name not in Illinois Statewide Sex Offender Data Base
- 6) Name not in Illinois Statewide Child Murdered and Violent Crimes Against Youth Database

If you hold a valid Professional Educator License or an Educator License with Stipulations (with certain endorsements), you do not need to apply for a Substitute License. However, the license must be registered in ROE #12. To register your license in ROE #12 use the online program, ELIS at www.isbe.net.

If you do not hold a valid Professional Educator License or an educator License with Stipulations with a qualifying endorsement, but you have a bachelor's degree from a regionally accredited institution of higher learning you may apply for a Substitute License. The license application process must be completed online using ELIS at www.isbe.net. The cost to apply for a Substitute License is \$75.00. The cost to register the license in ROE #12 for the five year period is \$50. There will also be a small convenience fee. In order to renew the Substitute License at the end of the first five year cycle, you must have passed a test of basic skills.

The applicant must provide a completed physical form and proof of TB skin test. These must be done within 90 days prior to the application.

Those who desire a Substitute Teacher Authorization must also complete a Fingerprint Criminal Background Check for ROE #12. To schedule a fingerprinting appointment, please contact Bushue Human Resources, Inc., 217-342-3042. The cost for the fingerprint is payable by the applicant at the time of the appointment. The fee is \$52 if paid in cash or \$54 if paid with a credit or debit card. No personal checks are accepted. The Substitute Teacher Background Check Authorization Form must be returned to an ROE #12 office. You may return the Disclosure and Authorization Form to an ROE #12 office prior to the fingerprint or to Bushue Human Resources, Inc.

Upon verification of the above items, a Substitute Teacher Authorization with an embossed ROE #12 seal will be issued. **The holder should take this authorization to all districts in ROE #12 in which they desire to substitute teach.** The district will make a copy of the original authorization. The holder should keep the original authorization with the embossed seal in their possession. In addition, bring your

driver's license, social security number, and banking information to set up direct deposit to the district office. The district office will have some payroll information to complete, along with information on the Aesop system (substitute tracking system).

It is recommended that substitute teachers go to all East Richland schools and introduce yourself to the secretaries so they can put a face to the name.

East Richland Community Unit 1 Schools:

East Richland High School; 1200 E. Laurel St., Olney

East Richland Middle School; 1099 N. Van St., Olney

East Richland Elementary School; 1001 N. Holly Rd., Olney