

# ISBE license requirements to work as a Paraprofessional or Substitute Teacher

## **PARA** (paraprofessional)

can only work as a paraprofessional

- requires **one** of the following:
  - associate's degree or higher from a regionally accredited institution
  - or show 60 semester hours of coursework
  - WorkKeys tests and high school diploma
- \$100 application fee - \$30 registration fee
- valid for 5 years and renewable

link to ISBE website with **PARA** license requirements: <https://www.isbe.net/Pages/Educator-License-with-Stipulations.aspx>

## **STA-PARA** (short-term approval - paraprofessional)

can only work as a paraprofessional

- requires a high school diploma (or equivalent), or higher
  - \$50 application fee - NO registration fee
  - valid for 3 years and is non-renewable
  - will need to meet requirements and apply for PARA license before STA-PARA expires to continue working as a paraprofessional

link to ISBE website with **STA-PARA** license requirements: <https://www.isbe.net/Pages/educator-licensure-approvals.aspx>

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## **SUB** (substitute)

can work as a substitute for a certified teacher or as a paraprofessional

- requires a bachelor's degree or higher from a regionally accredited institution
- \$50 application fee - \$60 registration fee
- valid for 5 years and renewable

link to ISBE website with **SUB** and **STS** license requirements: <https://www.isbe.net/Pages/Short-Term-Sub-Teach.aspx>

## **STS** (short-term substitute)

can work as a substitute for a certified teacher or as a paraprofessional

- requires **one** of the following:
  - associate's degree or higher from a regionally accredited institution
  - or show 60 semester hours of coursework
- no fee to apply or register license
- valid until June 30, 2023, may not be renewed
- requires board training – ROE 12 offers substitute training to meet requirement (\$20 fee)
- cannot teach more than 5 consecutive days per licensed teacher unless the state has declared a disaster proclamation then they may serve 15 consecutive days



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## Official Transcript and WorkKeys Information

**Official college transcripts are required to be from a regionally accredited institution and have to be sent directly from the institution to this email address: [afrohning@roe12.org](mailto:afrohning@roe12.org) or to ISBE (longer time to upload)**

### **WorkKeys Test Information**

can be found on the ROE 12 website <https://www.roe12.org/> under the licensure tab

- [Using WorkKeys Assessments for Paraprofessional Licensure](#)

## ROE 12 Substitute Teacher Authorization Certificate

**Substitutes for a Certified Teacher will need to obtain the ROE 12 Substitute Teacher Authorization Certificate**

Requirements are:

- Valid ISBE license (one of the following)
  - STS, SUB, PEL, or ELS-PARA issued with a bachelor's degree
- Fingerprint Background Check for ROE 12 – at substitutes cost
- Physical – at substitutes cost
- TB Test – at substitutes cost
- Several other documents need completed as well

Contact an ROE 12 office for the packet or it can be found on the ROE 12 website <https://www.roe12.org/> under the licensure tab  
[ROE 12 Substitute Teacher Authorization Packet](#)

Once all of the steps are complete, ROE 12 will issue a Substitute Teacher Authorization Certificate and you will need take it to the school districts you are interested in subbing for  
**ROE 12 does not provide the certificate to the school districts**

If you have licensure questions, please contact Amy at 618-783-2523 or [afrohning@roe12.org](mailto:afrohning@roe12.org)



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