



Regional Office of Education #12

Serving the students and educational professionals of Clay, Crawford, Jasper, Lawrence, and Richland Counties, Illinois

Monte Newlin, Regional Superintendent of Schools
Corrie Ray, Assistant Regional Superintendent of Schools

New Substitute Teacher License Fee Refund Request

Recent [legislation](#) allows individuals who have worked at least 10 full school days on their substitute teaching license to receive a refund of their license application fee by providing proof to ISBE.

The law is applicable to any educator who had a SUB or STS license issued on or after July 1, 2017.

Below are steps educators must take to request a refund.

1. Educator must complete form [73-02](#) and have a district complete Part II.
2. The form must be emailed to sub10refund@isbe.net by the school district that completes Part II of the form.

Forms emailed by the educator will not be accepted.

An educator may submit multiple forms to provide evidence of the total 10 days if experience was earned at multiple districts.

The application for refund request must be submitted within 18 months from the date of issuance of the new license.

All refunds will be credited back to the credit/debit card used to make the payment.

For questions regarding completion of these forms, please contact Amy at the ROE #12 Office in Newton at 618-783-2523.

Clay County
Clay County Courthouse
111 East Chestnut Street
P.O. Box 97
Louisville, Illinois 62858
618.665.3373
Fax 618.665.3155

Crawford County
300 West Main Street
Lower Level, Suite 307
Robinson, Illinois 62454
618.544.2719
Fax 618.546.1556

Jasper County
Jasper County Office Bldg
204 West Washington
Suite 3
Newton, Illinois 62448
618.783.2523
Fax 618.783.4237

Lawrence County
Lawrence County
Courthouse
1100 State Street
Lawrenceville, IL 62439
618.943.3522
Fax 618.943.2513

Richland County
407 Whittle Avenue
Olney, Illinois 62450
618.392.4631
Fax 618.392.3993