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
 - o or show 60 semester hours of coursework
 - o 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
 - o 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

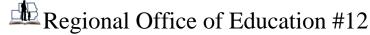
SUB (substitute) can work as a substitute for a certified teacher or as a paraprofessional

- 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
- \$25 application fee No fee to register license
- STS license is valid for 5 years
- Available for application through June 30, 2028
- 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



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: <u>afrohning@roe12.org</u> 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

• <u>Using WorkKeys Assessments for Paraprofessional</u> 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