DEKALB COUNTY
REGIONAL OFFICE OF EDUCATION

RENEWAL PROCESS 2026
SUBSTITUTE TEACHING LICENSE

If your Substitute License (SUB) expires on June 30, 2026, it is time to renew. The directions below walk you through the process of updating your ELIS account, renewing your license, and registering your SUB for the next five years. Failure to renew/register your license by June 30, 2026 will cause it to be changed to an Invalid status and you will not be eligible for employment until it is renewed/registered.

If you *also* have a valid PEL (Professional Educator License), you may not need to renew your SUB license. Please call the ROE if you are not sure which license(s) to renew. Renewal for Substitute Licenses opens on April 1, 2026.

PLEASE NOTE:

- There is no professional development requirement to renew the SUB license.
- There is no test requirement to renew the SUB license.
- You must use a desktop or laptop computer. Mobile devices are not compatible with the ELIS system.

LOGIN OR SET UP YOUR EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS) ACCOUNT

1. If you have an Illinois educator license, you already have an ELIS account, even if you have never logged into ELIS.
   DO NOT, under any circumstances, set up another ELIS account with new login information.
2. Go to the Illinois State Board of Education website at www.isbe.net.
3. Click *Login to ELIS* located under the blue bar on the upper left side.
4. Select *Login to Your ELIS Account* from the *Educator Access* box.
5. Enter your Login Name and Password.
6. If you *forgot* your Login Name or Password, try to retrieve it from the website or call the ROE.
7. If you have never been into ELIS and *do not have* a User Name and Password, please follow these directions:
   - Select *Click Here for First Time Access to the ELIS System* from the box to the right. Enter the information requested. All red arrows indicate required information.
   - Record your Login Name and Password in a safe place for future reference and login purposes.
   - You will be congratulated on creating your new account.
8. Once you are logged-in, click *Continue*. This will launch ELIS and take you to your personalized home page.
9. If you do not know if you've ever been into ELIS, please call the ROE.

CHECK ACCOUNT ACCURACY AND DATA

1. Using the menu to the left of your home page, select the *My Credentials* tab.
2. Make sure the *Expires* and *Registered Through* dates match. If they do not match, go back to your home page and select *Registrations* from the Action Center box and follow the prompts.
3. Make sure you are registered in Region 16, DeKalb ROE.
4. Confirm *Contact Information*. Select the paper/pencil edit icon in the upper right of the page to make changes in your contact information. If you need to make changes in your *Primary Information*, please contact the ROE.

RENEW / REGISTER / PAY FEES

1. Make sure you are on your home page (use the icon in the upper left corner if needed).
2. Select *Renewals* on your home page. This is your live link to renewal.
3. Answer the legal questions on the next screen. Please read the questions carefully.
4. Select *Region 16 – DeKalb County* as the primary region in which to register.
5. Answer YES to the Professional Development Disclosure Statement questions. The SUB license does not require professional development and you will not be asked to submit any documentation to ISBE.
6. Select *Make Payment*. You will be transferred to the payment center. Enter the required information and select *Submit*. You will need to use a credit or debit card. The registration fee is $50.00, plus a small processing fee.

CONFIRM YOUR RENEWAL

1. Go back to the *My Credentials* tab. You will see a message that says "You have successfully renewed and registered your educator license. You will see your new cycle on your ELIS Credentials page."
2. Under Licenses you will see the new expiration date (i.e., 06/30/2031). You will also see that your license is registered in Region 16 through 2031.
3. You may also register your license in additional regions (at no extra cost) at this time by selecting *Register in an Additional Region.*

IMPORTANT NOTES:

Your license must be registered in the county in which you work. If it is not registered by the first day of teacher attendance you will be ineligible to work.

If you do not renew your license by June 30, 2026, your license will become invalid. Should this occur, please contact the ROE for assistance.