



In efforts to reduce the substitute teacher shortage, ISBE is now offering reimbursement of application and registration fees to qualifying applicants.

To Qualify:

- Substitute License issuance date must be later than **July 1, 2017**.
  - PEL, ELS-PEDU and ELS-PARA licenses are NOT included in this program.
- Educator must substitute teach at least **10 full school days within one year** of the issuance date.
- Educator must apply for the reimbursement within **18 months** of the issuance date.

If these requirements are met:

- Educator should complete Part I of the form [73-02: Substitute License Fee Refund Request](#).
- Have a School or District Official complete Part II certifying employment of a minimum of 10 days during the past year (since Substitute License has been issued).
- District Official will email completed form to [sub10refund@isbe.net](mailto:sub10refund@isbe.net).

Please note:

- IEIN and date of issuance can be found under the educator's ELIS account.  
<https://sec3.isbe.net/IWASNET/login.aspx>
- This form must be returned to ISBE by the school or district official. *Forms submitted by the applicant will not be honored.*
- All refunds will be credited back to the credit/debit card used to make the original payment.
- **Substitute Authorization fees and background check fees paid to the ROE are NOT reimbursable.**

Please contact our office with any questions.