

June 10, 2020

Dear Educator,

This is notification that your **Substitute Teaching License** will expire on **June 30, 2020**. License renewal will be available starting **April 1, 2020**. ISBE requires all renewals to be processed online through ELIS.

There is a \$50 fee to renew and must be paid with a credit or debit card online.

Please complete these steps to renew:

- Login to ELIS: <http://www.isbe.net>
  - Click **SYSTEM QUICK LINKS** at the top of the page
  - Select Educator Access
  - Log into your ELIS account
- Review and update your **CONTACT INFORMATION** click on the pencil at the top right of the credential page and then select **EDIT YOUR CONTACT INFORMATION** and update accordingly – Name, Address, etc.
- On the **HOME** page a **RENEWAL** link will be available
- Click **RENEWAL** to begin the renewal and registration process

Additional renewal documents are available on our website: [www.roe8.com/renewal-.html](http://www.roe8.com/renewal-.html)

**PLEASE NOTE – In order to limit technical difficulties due to overwhelming traffic on the ELIS website, we are encouraging our educators to avoid renewing their license during peak daytime hours (9a-5p).**

Please contact our office if you have any questions or concerns regarding the renewal process.

Respectfully,

Aaron Mercier  
Regional Superintendent