

DUPAGE REGIONAL OFFICE OF EDUCATION

DR. DARLENE J. RUSCITTI
REGIONAL SUPERINTENDENT
DUPAGE COUNTY SCHOOLS



421 N. COUNTY FARM ROAD
WHEATON, ILLINOIS 60187
PHONE: 630.407.5800
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SUBSTITUTE TEACHER CERTIFICATE

To substitute teach in a DuPage County school, you need a valid teaching certificate or a substitute certificate registered in DuPage County.

To obtain a statewide Substitute Certificate:

1. **ISBE Application Form 73-03C** (http://www.isbe.net/certification/pdf/73-03C_teaching_certificate.pdf)
2. **Fee:**
\$75 Application fee plus \$40 Registration fee = \$115
Form of Payment:
Personal check for \$115 payable to DuPage County ROE if applying by mail
3. or
Personal check for \$115, cash or VISA or MasterCard if applying in person
4. **Official transcript in a SEALED ENVELOPE, showing a Bachelor's Degree or higher.**
If transcript has been submitted in the past and shows on the State Board System, you do not need to submit another transcript.
You can check for a transcript on ECS at www.isbe.net/ECS under "My Credentials" "Documents".

Please submit your completed application to
DuPage County Regional Office of Education
421 North County Farm Road
Wheaton, IL 60187

Our hours are 8:00 to 4:30 Monday through Friday.
Please try to arrive by 4:00 for processing.

IF YOU ALREADY HOLD A SUBSTITUTE CERTIFICATE (TYPE 39), YOU CAN APPLY FOR A NEW SUBSTITUTE CERTIFICATE ON ECS AS FOLLOWS:

1. On the internet, go to <http://www.isbe.net/ECS>.
2. Click on the Educator Access link "Click here to access your private certification information."
3. Click on the New User? Create Account Here" link and create a log in and password, or if you have already accessed ECS, use the Already have an account? Login here: section.
4. Click on the Applications link.
5. Click on the Apply for Substitute link or the Substitute Certificate Application link.
6. Click on the Apply for Substitute Certificate link at the top of the page.
7. Complete steps 1-13, ending with paying \$76.75 with your credit card.
8. Your substitute certificate will be valid until four years from the past June 30. After July 1 of that year, you will need to reapply for a new substitute certificate. Substitute certificates are not renewable.
9. Register your certificate in the county in which you want to substitute teach, using the Register Certificates link. *Your certificate is not valid until it is registered in the county in which you are going to substitute teach.*
10. If you wish, add registrations in other counties in the same manner. Each county will cost \$41.75.