



# Illinois State Board of Education

<https://www.isbe.net/Pages/SubstituteReimbursementInformation.aspx>

Educator Licensure

## Substitute Reimbursement Information

### Substitute Fee Reimbursement

If you...

- Have a Substitute license issued AFTER July 1, 2017, continue reading below.
- Would like to see the requirements for a Substitute license: [Educator Licensure Requirements](#)
- Would like information on how to apply for a Substitute license: [Educator Licensure Application](#)

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

#### To Qualify:

- Your Sub issuance date must be later than July 1, 2017
- You must work at least 10 full school days within one year of your issuance date
- You must apply for the reimbursement within 18 months of your issuance date

If you meet these requirements, please complete form [73-02: Substitute License Fee Refund Request](#). This form must be returned to ISBE by the school or district official. Forms submitted by the applicant will not be honored.