

Interested in Obtaining a Substitute Teaching Certificate?

West 40 ISC#2 issues substitute teaching and authorization certificates to applicants living or working in schools in Region 6. Region 6 includes the area within the territorial boundaries of the following high school districts:

- A) Oak Park and River Forest High School District 200
- B) J. S. Morton High School District 201
- C) Lyons Township High School District 204
- D) Riverside Brookfield Township High School District 208
- E) Proviso Township High School District 209
- F) Leyden Community High School District 212
- G) Ridgewood Community High School District 234
- H) Elmwood Park Community Unit District 401

Substitute Teaching Certification (If you have held a Sub. Certificate previously – See Below)

In order to be certified as a substitute teacher, applicants must possess a bachelor's degree from a regionally accredited institution of higher learning, submit the required application and fee, and meet all other statutory requirements. Applicants who are interested in obtaining a substitute teaching certificate should submit the following to their Intermediate Service Center or Regional Office of Education:

- A. [ISBE form 73-03C](#) (Application for Teaching Certificate);
- B. **\$75 application fee payable to Illinois Superintendent of Education** (certified check only);
- C. [ISBE form 73-10](#) (Registration Form)
- D. **\$40 registration fee payable to West 40** (check or cash)
- E. **Official transcripts with a bachelor's degree** posted (to be official, transcripts must be submitted in the sealed envelope from the college or university or be sent directly by the institution).

- **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 Teaching Certificates are not valid until registered.**
- **Monitor your certificate and keep personal information up to date in the Educator Certification System (ECS). Please see On-line Application Process below.**
- **Access forms by following links above or through ISBE's website under Forms /Certification.**

Previously Held Illinois Substitute Teaching Certificate – Two Methods

1. Method One - Follow directions above

You do not need to send transcripts, they are on file from your previous certificate.

2. Method Two - Apply on line Through ECS Account

- **Enter your ECS Account – Click on Applications – Click on Apply on line – Pay with credit card**
- **Register Certificate by clicking on Register Certificate (tab top of ESC account) – Be sure to register in Region 6 – Pay with credit card**

Process is not complete until you pay with your credit card! Check the process by clicking on My Credentials.

Certified Teachers substitute teach on their Illinois Teaching Certificate.

Fingerprint Based Criminal Background Check Verification –

PA 97 -0607 allows Substitute Teachers applying to school districts in Region 6 to pay for their Criminal Background check. The advantage of being fingerprinted through West 40 is that the results are transferable between districts and other regions of the state. Obtain this verification from West 40 by successfully completing the following process.

- 1. Complete application for a Substitute Teacher Certificate;**
- 2. Provide a completed Substitute Teacher Health Exam Authorization form including a TB test in last 90 days;**
- 3. Complete a fingerprint based criminal history check;**
- 4. Provide drivers license or State ID when fingerprinted;**

5. Pay \$55 processing fee to West 40

Fingerprinting is by appointment only. Please call for an appointment. The processing fee must be paid at the time of the fingerprinting appointment.

On-line Application Process for those that have previously qualified for a Substitute Certificate (Type 39). You can apply for a new 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 (\$75 application fee and \$1.75 service charge).
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. You will need to reapply every four years.
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 plan to substitute teach.*
10. If you wish, add registrations in other counties in the same manner. There is a \$41.75 fee for each county in which you register your certificate (\$40 registration fee and \$1.75 service charge).

Please submit your completed application by mail or in person to;

West 40 Certification
2701 West Washington Blvd.
Bellwood, IL 60104

708-544-4890

Questions may be directed to:
certification@west40.org