



Dear Substitute Paraprofessional,

Thank you for your interest in becoming a valued Substitute Paraprofessional for Belvidere Community Unit School District #100.

Requirements for a Paraprofessional License:

Substitute Paraprofessional MUST hold a valid Paraprofessional License or Substitute Teacher's License/Professional Educator License, which is registered with the Regional Superintendent of Schools in the county where they will be employed.

1. Be at least 20 years of age **and**;
2. Show proof of **one (1)** of the following requirements:
 - Associate's degree or higher; **or**
 - 60 semester hours of coursework; **or**
 - High School Diploma or GED **and** a score of 460 or higher on the ETS ParaPro test; **or**
 - High School Diploma or GED **and** the following scores on the ACT Work Keys test:
 - Applied Mathematics — 4
 - Reading for Information — 4
 - Writing or Business Writing — 3

LICENSED SUBSTITUTE INSTRUCTIONS:

1. Submit your application for Belvidere School District employment at www.district100.com **SUBSTITUTE APPLICATION FORM**
2. Once your application is completed, a Human Resources representative will contact you.

Instructions for SUBSTITUTE PARAPROFESSIONAL WITHOUT A LICENSE:

- Submit your application for Belvidere School District employment at www.district100.com **SUBSTITUTE APPLICATION FORM**
- Apply for a paraprofessional license (*The application fee is \$100.00 and usually takes about 2 weeks for issuance.*) Click here <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>

Directions for creating an account or sign-in:

- Click on: "CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM" (or enter your username and password if you already have an account)
- If you do not have an ELIS account, you will need to create one.
- Once you are logged into this account, click on "Apply for a Paraprofessional License." Request official transcripts from your university or college, documenting your college credit or provide official test scores.
- Take official transcript/test scores and high school diploma to the Regional Office of Education , 300 Heart Blvd, Loves Park, Illinois.
- Once your license has been issued, ISBE (Illinois State Board of Education) will send you an email indicating when registration step can be completed. **The registration fee is \$60.**
- Register your Boone-Winnebago (Region 04) license in in your ELIS account.

Prior to receiving your first assignment, you must submit all completed documentation to the Belvidere School District Central Office and attend orientation. For further information please contact Human Resources at (815)544-0301