



Requirements to be a Substitute Paraprofessional/Aide

When do you have to take the test to be a Paraprofessional (teacher's aide)?

- You are at least 19 years old, AND
- Have a high school diploma or GED, AND
- Do not have an Associate degree and have completed less than 60 college credit hours.

**If you have 60 or more hours of college credit, you do not need the test but must complete everything else to obtain your IL license. That includes bringing in a sealed, official transcript or having an electronic transcript emailed directly from the college to the ROE office staff. Midwest Central will need a copy of your transcripts for your personnel file as well.

Registration and Cost to complete testing, if required:

Online with credit card = \$80.12* (includes EventBrite processing fees)

No spot will be reserved without payment at the time of registration.

No refunds will be given. If you must cancel or if you are a no show, you will be allowed to reschedule one (1) time without having to repay.

Testing Schedule - Wednesdays

The first and third Wednesday of each month are reserved for paraprofessional testing. Typically we offer two seats per test session (one morning session and one afternoon session). Check with ROE 53 for availability at 309.477.2290.

On your test date please bring the following items:

- Your unexpired driver's license or official state identification
- Your high school diploma or transcript
- Credit or debit card to pay the \$100.00* (+ convenience fee) for the paraprofessional license

Applying for a License After You Pass the Test:

Applying for the license requires a credit or debit card, and will cost \$100*, as well as a credit card processing fee. The application and fee are processed through the Illinois State Board of Education ELIS website.

Registering the license once it is issued will cost an additional \$50* (plus credit card processing fee) through the same ISBE website.

For more questions or information, contact:

- Regional Office of Education at 309.477.2290
 - Laura Varichak - lvarichak@roe53.net
 - Angie Chism - achism@roe53.net
- Midwest Central specific questions regarding subbing can be addressed by calling 309.968.6868 or an email to rule@midwestcentral.org

**Please check with the ROE for a complete/current list of charges. The charges mentioned above were valid on 8/1/17.*