



Be a SUB at New Berlin!!



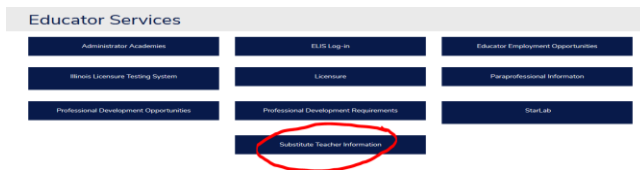
If you are interested in becoming a substitute teacher please look over the following requirements.

- Regional Office of Education #51
2201 D. Dirksen Parkway, Springfield OR ROE51.ORG
Ph# 217-753-6621

Go to: ROE51.org, scroll down and select "Educators" under picture of building



Select SUBSTITUTE TEACHER INFORMATION



you will see this on the screen: select which choice applies:

Substitute Teacher Information

Eligibility

- To be eligible to be a substitute teacher in Sangamon and Menard Counties, a person must have a Bachelor's Degree and be issued a Substitute Authorization from ROE #51.
- Steps to the issuance of the Substitute Authorization are dependent upon the type of license held by the applicant.
- To determine your next steps, please click link below that applies to you:

[I Hold A PEL](#)

[I Hold An ELS-Para License](#)

[I Hold A Substitute License](#)

[I hold A Short-Term Substitute License](#)

[I Do Not Hold An Illinois License](#)

If you currently have a Sub License and hold a Sub Authorization with the Regional Office of Education, #51 and would like to Sub at New Berlin, CUSD #16, please contact the District Office for paperwork.

- 600 N. Cedar, New Berlin
- Ph# 217-488-2040 ext. 397

****Those who have been issued a Sub license after July 1, 2017 can apply through the District Office to receive a refund of their application and registration fees after working 10 full days****

Any questions, please feel free to contact: Cindy Moore, Administrative Assistant
217-488-2040 ext. 397 or cmoore@pretzelpride.com