

# Substitute Fee Reimbursement

Pursuant to Public Act 100-0550, which was signed on 11/9/17- Substitute Fee Reimbursement- ISBE has released the guidelines on their website:

In efforts 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 <https://www.isbe.net/Documents/73-02-Substitute-License-Fee-Refund-Request.pdf> . **This form must be returned to ISBE by the school or district official.** Forms submitted by the applicant will not be honored.

FAQ's-

1. Only Sub licenses that are issued after July 1, 2017 qualify. Substitutes who are working under a PEL do not qualify for the reimbursement. Para-professional licenses do not qualify.
2. The sub does not have to work all 10 days in the same district. However, the substitute will have to have a form signed and turned in by each district for which they work a qualifying day.
3. The district will be responsible for emailing ISBE the completed form. ISBE will not accept forms from the individual or from the ROE. It must come from the school district.