



# Regional Office of Education #12

Serving the students and educational professionals of Clay, Crawford, Jasper, Lawrence, and Richland Counties, Illinois

Monte Newlin, Regional Superintendent of Schools  
Corrie Ray, Assistant Regional Superintendent of Schools

## New Substitute Teacher License Fee Refund Request

Recent [legislation](#) allows individuals who have worked at least 10 full school days on their substitute teaching license to receive a refund of their license application fee by providing proof to ISBE.

The law is applicable to any educator who had a SUB or STS license issued on or after July 1, 2017.

Below are steps educators must take to request a refund.

1. Educator must complete form [73-02 "Substitute License Fee Refund Request"](#) and have a district complete Part II.
2. The form must be emailed to [sub10refund@isbe.net](mailto:sub10refund@isbe.net) by the school district that completes Part II of the form. Forms emailed by the educator will not be accepted.

An educator may submit multiple forms to provide evidence of the total 10 days if experience was earned at multiple districts.

### NOTE

If your SUB or STS license was issued prior to December 3, 2018, you are required to complete a W-9 and a Direct Deposit form along with the 73-02 form. Below are links to the forms on ISBE's website.

[73-02](#)

[W-9](#)

[Direct Deposit](#)

Only original signatures will be accepted on these forms, so the forms cannot be sent electronically, but rather mailed to the following address:

Illinois State Board of Education  
Attn: Lauren Anders  
100 N 1<sup>st</sup> St  
Springfield, IL 62777-001

For questions regarding completion of these forms, please contact Amy at the ROE #12 Office in Newton at 618-783-2523.

**Clay County**  
Clay County Courthouse  
111 East Chestnut Street  
P.O. Box 97  
Louisville, Illinois 62858  
618.665.3373  
Fax 618.665.3155

**Crawford County**  
Regions Bank Building  
300 West Main Street  
Lower Level, Suite 307  
Robinson, Illinois 62454  
618.544.2719  
Fax 618.546.1556

**Jasper County**  
County Office Building  
204 West Washington  
Suite 3  
Newton, Illinois 62448  
618.783.2523  
Fax 618.783.4237

**Lawrence County**  
Lawrence County  
Courthouse  
1100 State Street  
Lawrenceville, IL 62439  
618.943.3522  
Fax 618.943.2513

**Richland County**  
Richland County Courthouse  
103 West Main Street  
Third Floor  
Olney, Illinois 62450  
618.392.4631  
Fax 618.392.3993