Illinois State Board of Education
James T. Meeks, Chairman
Tony Smith, Ph.D., State Superintendent of Education

Frequently Asked Questions

Click a topic below to be taken to a list of questions relating to that topic. You may then select your question from the list to see the corresponding answer.

TOPICS

- License and Endorsement Types
- Requirements for Licenses and Endorsements
- The Application Process
- Registration and Renewal
- Reinstatement of a Lapsed License
- Terminology
- Additional Information for International Applicants
- General Questions
- Contact Information

Please note: The information in this document is subject to change with new law. Any new information set forth in Illinois Administrative Code or Illinois Compiled Statutes shall supersede the information in this document.

License and Endorsement Types

What types of licenses exist?

What endorsements can be added to my professional educator license?

What endorsements can be added to my educator license with stipulations?

Can I receive a paper copy of my license?

For how many years is my license valid?

I have not met all of the requirements for a professional educator license. Can I receive any sort of provisional license so I can begin teaching right away?

If I receive an educator license with stipulations endorsed as a provisional educator, will this license automatically be exchanged for a professional educator license (PEL) once I have met the requirements for the PEL?

If I hold a valid professional educator license or educator license with stipulations, am I qualified to be a substitute teacher?

What types of special education endorsements or approvals are available?

Requirements for Licenses and Endorsements

How can I obtain a substitute teaching license?

How can I obtain an ELS endorsed for a paraprofessional educator?

How can I qualify to teach special education in pre-kindergarten?

How can I qualify to teach in a self-contained general education setting?

How can I qualify to teach special education in a cross-categorical Learning Behavior Specialist I (LBS I) setting?

I have completed an alternative educator licensure program in another state. What are my options for licensure in Illinois?

Which tests do I need to take for a specific license?

Which tests do I need to take to add a specific endorsement to my license?

Do I need to have U.S. citizenship to obtain a license in Illinois?

I need additional coursework for the PEL. What courses can I take to fulfill these requirements, and where can I take them?

How can I obtain the gifted education teacher or gifted education specialist endorsement?

Does Illinois offer any alternative routes to educator licensure?

What are requirements for supervisory endorsements?

The Application Process

How much are the application fees?

How can I pay the application fees?

How long will it take for my license, endorsement, or approval to be issued?

The endorsement or approval I want is not available on the application. Why?

Registration and Renewal

How much are registration fees for my license?

Which regional office of education (ROE) is in my county or region?

What will I need to do to renew my professional educator license?

What will I need to do to renew my educator license with stipulations- provisional educator?

How do I renew my substitute teaching license?

I hold a professional educator license and a substitute license. Now that I have to pay separate registration fees for both, is it necessary to maintain both licenses?

My certificate has been exchanged for a license. When do I need to renew my license?

I am a new Illinois educator and have just received my first Illinois license. When should I register my license?

Reinstatement of a Lapsed License

My license has lapsed. What are my options for reinstatement?

I need to reinstate my license. What coursework can I complete?

Terminology

My license/endorsement status is listed in ELIS as lapsed, deficient, pending review, etc. What do these statuses mean?

What is a *self-contained general education* endorsement?

What is an *endorsement*?

What is *LBS I*?

What are *school support personnel*?

What is a *paraprofessional*?

What do you mean by a *valid, comparable out-of-state certificate or license*?

What is a *state-approved program*?

What is *entitlement*?

What is the difference between an *endorsement* and a *designation* on my license?

What is an *approval*?

What is an *IEIN*?

Additional Information for International Applicants

I completed an educator preparation program outside of the United States. What additional requirements do I need to apply for licensure in Illinois?

I am an international student completing a state-approved program at a U.S. college or university. Am I eligible to receive an Illinois license?

Do I need to have U.S. citizenship to obtain a license in Illinois?

General Questions

How do I access my Educator Licensure Information System (ELIS) account?

How do I change my name, address, or other information in ELIS?

How can I contact my regional office of education or ISBE?

I cannot open a deficiency letter in my account. What is wrong?

I have two ELIS accounts and need the accounts merged. What should I do?

How can I submit course descriptions to ISBE for review?

License and Endorsement Types

What types of licenses exist?

There are three types of licenses in Illinois:

- Professional Educator License
- Educator License with Stipulations
- Substitute Teaching License

Click each license type to see the endorsements that can be added to that particular license. Please note endorsements cannot be added to a substitute license. Click here to see the requirements for obtaining each license.

Please note that after issuance, all licenses must be registered in your ELIS account to be valid for teaching.

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What endorsements can be added to my professional educator license?

The following endorsements can be added to a professional educator license:

Early Childhood Education (Birth-grade 3)*
Elementary Education‡ (K-9)*
Secondary Education (9-12)*
Special (K-12, endorsed in one content area)*
Special Education (PK- Age 21)*
School Counselor (PK- Age 21)*
School Social Worker (PK- Age 21)*
School Psychologist (PK- Age 21)*
School Nurse (PK- Age 21)*
Speech Language Pathologist (teaching or non-teaching) (PK-Age 21)*
Principal (PK-12)*
General Administrative (K-12)***
Chief School Business Official (PK-12)*
Director of Special Education (PK-21)*
Superintendent (PK-12)*
Gifted Education Teacher (grade range varies)**
Gifted Education Specialist (PK-12)
Reading Specialist (K-12)*
Teacher Leader (PK-12)*

Content/Subject Areas (Grade range varies)**

*Requires completion of a state-approved educator preparation program

** Can only be added within the grade range of your current credentials

***The general administrative endorsement is only available to educators who completed their general administrative program prior to September 1, 2014.

‡ K-9 Elementary programs must be completed by September 1, 2018, and endorsements must be issued by September 1, 2019.

What endorsements can be added to my educator license with stipulations?

The following endorsements can be added to an educator license with stipulations:

Provisional Educator
- Early Childhood Education (birth-grade 3)*
- Elementary Education‡ (K-9)*
- Secondary Education (6-12)*
- Special (K-12, endorsed in one content area)*
- Special Education (PK- Age 21)*
- School Counselor (PK- Age 21)*
- School Social Worker (PK- Age 21)*
- School Psychologist (PK- Age 21)*
- School Nurse (PK- Age 21)*
- Speech Language Pathologist (teaching or non-teaching) (PK-Age 21)*
- Chief School Business Official (PK-12)*
- Director of Special Education (PK-21)*
- Principal (PK-12)
- Superintendent (PK-12)*
- Content/Subject Areas (Grade range varies)**

Alternative Provisional Educator (various programs available)
Chief School Business Official (PK-12)
Career and Technical Educator (7-12) (field endorsed)
Provisional Career and Technical Educator (11-12) (field endorsed)
Part-time Provisional Career and Technical Educator (6-12)
Transitional Bilingual Educator (PK-12) (language endorsed)
Visiting International Teacher (grade range varies)
Paraprofessional Educator (PK- Age 21)

** Can only be added within the grade range of your current credentials

The following endorsements can only be issued through entitlement:

Alternative Provisional Educator (grade range varies)
Resident Teacher (grade range varies)
Reading Specialist (K-12)*
Teacher Leader (PK-12)

*Unless an out of state approved program was completed

‡ K-9 Elementary programs must be completed by September 1, 2018, and endorsements must be issued by September 1, 2019.

Can I receive a paper copy of my license?

Educators will not receive paper copies of their licenses but may print any ELIS page if they wish to have a printed version of their credentials.

For how many years is my license valid?

A newly-issued **professional educator license(PEL)** is valid for five full fiscal years and renewable if professional development requirements are met.

The educator license with stipulations endorsed as a **provisional educator** is valid for one full fiscal year. If licensure tests are passed within this time, the license can be extended for an additional fiscal year. If the educator has not been employed full-time on the license in an Illinois public or recognized non-public school, the license may be renewed for two additional years upon request from the educator (ISBE form 80-04: Request to Renew an Educator License with Stipulations Endorsed for a Provisional Educator form must be submitted to ISBE prior to the license's expiration date.)

The educator license with stipulations endorsed as a **transitional bilingual educator** is valid for five full fiscal years and may not be renewed.

The educator license with stipulations endorsed as a **career and technical educator** is valid for five full fiscal years and may be renewed.

The educator license with stipulations endorsed as a **provisional career and technical educator** is valid for five full fiscal years and may be renewed once.

The educator license with stipulations endorsed as a **visiting international teacher** is valid for three full fiscal years and may not be renewed.

The **substitute teaching license** is valid for five full fiscal years and renewable if the licensee has passed Illinois' test of basic skills. All substitute licenses received a new five year cycle in the exchange; thus, all licenses with a 7/1/2013 begin date will need to renew by 6/30/2018.

I have not met all of the requirements for a professional educator license. Can I receive any sort of provisional license so I can begin teaching right away?

If you have not met all of the requirements for a professional educator license and you would like to begin teaching immediately, you may be eligible for an **educator license with stipulations endorsed as a provisional educator**. Please view the requirements for the professional educator license and the educator license with stipulations to determine which license is best for you.

An educator license with stipulations endorsed as a provisional educator is valid for one full fiscal year and can be extended for an additional fiscal year if licensure tests have been passed. The license may be renewed for an additional two fiscal years if you have not been employed full-time on the license. Before your provisional license expires, you must meet the requirements of the professional educator license to continue to be legally employed.

If I receive an educator license with stipulations endorsed as a provisional educator, will this license automatically be exchanged for a professional educator license (PEL) once I have met the requirements for the PEL?

Yes, your educator license with stipulations endorsed as a provisional educator will be automatically exchanged for a professional educator license if the requirements for the PEL have been met within the **two-fiscal year validity** of your deficiency letter. Click here to see the requirements for obtaining the professional educator license.

If you do not meet the requirements for the PEL within two full fiscal years, you must submit a new application and fee and meet any new licensure requirements that are in effect at the time of your new application.

If I hold a valid professional educator license or educator license with stipulations, am I qualified to be a substitute teacher?

If you hold a valid professional educator license or educator license with stipulations that required a bachelor's degree for issuance, you are qualified to be a substitute teacher. You do not need to hold a substitute teaching license.

What types of special education endorsements or approvals are available?

To view requirements for each endorsement or approval, click here.

Endorsements Requiring Completion of an Approved Preparation Program:
Learning Behavior Specialist I (PK- Age 21) (cross-categorical special education)
Teacher of Students Who are Deaf or Hard of Hearing (PK- Age 21)
Teacher of Students Who are Blind or Visually Impaired (PK- Age 21)
Speech Language Pathologist- Teaching (PK- Age 21)

Other Endorsements:
Learning Behavior Specialist I (valid for the grade range of your license)
Learning Behavior Specialist II (available through entitlement only after completing an approved program in Illinois)

Approvals:
Early Childhood Special Education
Bilingual Special Education
ESL Special Education
Adaptive PE
Sign Language Interpreter
Interim Sign Language Interpreter
Cued Speech Interpreter
Short-Term Emergency Approval in Special Education
Teacher Coordinator of Vocational Programs
Vocational Coordinator
Interim Approval for School Counselor Intern
School Nurse Intern

School Psychologist Intern
Social Worker Intern

Requirements for Licenses and Endorsements

How can I obtain a substitute teaching license?

A substitute teaching license, valid for substitute teaching in grades PK-12 in any county in Illinois, may be issued to individuals who hold a bachelor's degree or higher from a regionally accredited institution of higher education. To apply, individuals may submit an application online in the Educator Licensure Information System (ELIS). A $100 fee will be assessed electronically when the application is submitted. After submitting their application, individuals should have an official transcript showing an awarded bachelor's degree sent to ISBE.

- To be valid for teaching, a substitute license must be registered in ELIS after it is issued. The license is valid for five years and may be renewed if the educator has passed Illinois' test of basic skills (TAP 400.) The test of basic skills may be waived with one of the following test scores:
    - ACT: Prior to 9/1/15 - Composite score of 22 with combined English/Writing score of 19 -OR- 9/1/15 and later - Composite score of 22 with Writing score of 16
    - SAT: Prior to 3/5/16 - Composite score of 1030 (mathematics and critical writing) with a minimum writing score of 450 -OR- Composite score of 1110 (evidence-based reading and writing + mathematics = 1110 or higher) and a minimum score of 26 on writing and language
    - Out-of-state test of basic skills that led to licensure in another state
    - ACT WorkKeys assessment with the following scores: Math- 4, Reading- 4, Writing-3.

An individual who has passed a test of basic skills for the first licensure renewal is not required to retake the test for further renewals.

Please note: Individuals who hold a lapsed professional educator license (PEL) and owed professional development are not eligible to obtain a substitute teaching license. If your PEL is

lapsed and you do **not** owe professional development, you may obtain a substitute teaching license.

Individuals who have had their PEL or ELS suspended or revoked and have not met the renewal requirements are not eligible to obtain a new substitute teaching license.

Individuals who hold a license indicative of a bachelor's degree (such as a professional educator license) are able to substitute teach on that license. A substitute teaching license is not required by the state. Please check with your employer to see if you need to obtain a substitute teaching license.

How can I obtain an ELS endorsed as a paraprofessional educator?

A paraprofessional educator endorsement on an educator license with stipulations may be issued to an individual who is at least 20 years of age, holds a high school diploma or its recognized equivalent, and has met one of the following requirements:

1. Holds an associate degree from a regionally accredited institution of higher education;
2. Has completed at least 60 semester hours of credit from a regionally accredited institution of higher education (excluding remedial coursework) (coursework must be passed with a "D" or higher);
3. Presents an official score report from Educational Testing Service (ETS) showing a score of 460 or higher on the ParaPro test; or
4. Presents evidence of earning the following scores on the Work Keys test (offered by ACT): Reading for Information (4), Writing/Business Writing (3), and Applied Mathematics (4).

To apply for an educator license with stipulations endorsed as a paraprofessional educator, individuals may submit an application in the Educator Licensure Information System (ELIS.) A $100 fee will be assessed electronically when the application is submitted. After submitting their application, individuals should have a copy of their high school diploma and official transcripts showing completion of any college coursework sent to ISBE.

An educator license with stipulations endorsed as a paraprofessional educator is not valid until it is registered. Once registered, the license is valid until June 30 immediately following five years of the endorsement being issued and may be renewed. Please note: If an individual already holds an educator license indicative of a bachelor's degree or an educator license with stipulations endorsed

for career and technical educator, an educator license with stipulations is not required to serve in the capacity of a paraprofessional.

How can I obtain a middle school endorsement?**

Before you can add a middle school endorsement, you must hold an endorsement for one of the following grade ranges:

- Elementary‡ (K-9)
- Secondary (6-12)
- Special (K-12) or Special Education (PK-21)

If you hold an elementary education endorsement, the middle school endorsement is valid for grades 5-8. If you hold a secondary education endorsement, the middle school endorsement is valid for grades 6-8. If you hold a special (K-12) or special education (PK-21) endorsement, the middle school endorsement is valid for grades 5-8.

To obtain a middle school endorsement, you must submit an application for endorsement and meet the coursework requirements for the endorsement sought. Some middle school endorsements also require passing a content area test. View requirements for all available middle school endorsements here. Six semester hours of middle grade professional coursework must also be completed. For more information about the middle school coursework, click here.

Exception: If you completed a state approved K-12 program and hold a special K-12 endorsement in a specific subject area, you can teach middle school in that specific subject area without completion of the middle grade professional coursework.

**Middle grade endorsements under current requirements will only be issued through Januaray 1, 2018. Visit http://www.isbe.net/licensure/pdf/higher-ed/future-of-illinois-middle-grades.pdf for information on Middle Grade Program/Endorsement changes!

‡ K-9 Elementary programs must be completed by September 1, 2018, and endorsements must be issued by September 1, 2019.

How can I qualify to teach special education in pre-kindergarten?

To teach special education in pre-kindergarten, you must hold an **early childhood special education approval.** This approval can ONLY be obtained if you already hold an early childhood education (birth-grade 3) endorsement, a special (LBSI PK-21) endorsement, or a split elementary education/secondary education endorsement that includes an LBSI endorsement

with a combined grade range equivalent to PK-21. The Early Childhood Special Education approval (ECT) is granted when an educator has completed coursework in early childhood special education methods, early childhood special education assessment, language development in the young child, and child, family, & community relationships. This is not always achieved with the completion of just four courses. Illinois institutions have identified a specific sequence of courses offered at their institutions that will meet these areas.

Although the grade range of the special (LBSI PK-21) endorsement encompasses pre-kindergarten, educators with this endorsement are not qualified to teach pre-kindergarten special education until they hold the early childhood special education approval.

Exception: Teachers of students who are deaf or hard of hearing, teachers of students who are blind or visually impaired, and speech language pathologists are not required to hold an early childhood special education approval.

How can I qualify to teach in a self-contained general education setting?

To teach in a self-contained setting and teach all subjects, you must hold the *self-contained general education* endorsement on your license. This endorsement is only available to individuals who have completed a state-approved early childhood education or elementary education program and have passed the appropriate tests

How can I qualify to teach special education in a cross-categorical Learning Behavior Specialist I (LBS I) setting?

To teach cross-categorical special education for grades kindergarten and above, you must hold the LBS I endorsement or LBS I approval. The LBSI approval, no longer issued as of September 1, 2015, was valid for 3 calendar years if issued on or after January 1, 2002. If issued prior to that date, there is no end date and the approval does not expire. The LBS I approval is valid for the grade range of the endorsement held for grades kindergarten and above. **To serve as a teacher for cross-categorical early childhood special education, you must also obtain the early childhood special education approval.**

You may hold one of the following grade level endorsements and either the LBS I approval or the endorsement:

Grade Level Endorsement	LBS I Approval or Endorsement Grade Range

Early Childhood Teaching	(Grade K-3)
Elementary Teaching ǂ	(Grade K-9) or (PreK-9)
Secondary Teaching	(Grade 6-12)
Special K-12 Teaching (Music, PE, Visual Arts…)	(Grade K-12)
Special Education (PK-21) endorsed in one of the following: • Deaf or Hard of Hearing • Blind or Visually Impaired • Speech Language Pathologist	(Grade K-12)

ǂ K-9 Elementary programs must be completed by September 1, 2018, and endorsements must be issued by September 1, 2019.

I have completed an alternative educator certification program in another state. What are my options for licensure in Illinois?

Each out-of-state applicant for an Illinois teaching license must meet licensure requirements that are similar to Illinois requirements. For those who have completed alternative certification or licensure programs, requirements include:

- Graduation from a regionally accredited institution with a bachelor's degree that directly corresponds to the endorsement sought and meets the requirements for that endorsement
- An intensive course of study approved by that state for this purpose
- Student teaching or another structured teaching experience that forms part of the approved alternative program, as well as additional required coursework that applies to all out-of-state applicants

Which tests do I need to take for a specific license?

To see the exact tests needed for licensure, view the Illinois Licensure, Endorsement, and Approval Requirements and select the particular license you are seeking.

An out-of-state test of basic skills can be honored if the test was used to obtain initial licensure in another state. Verification is required from your institution or the state in which licensure was awarded. Use form 80-02: State Approved Program and Completion of Standards Verification or form 80-03: Out-of-State Test of Basic Skills Verification: Department/Board of Education Use Only to verify a passing score on an out-of-state test of basic skills.

A passing score on an edTPA taken in another state for licensure can also be honored in Illinois. Click here for more details. Use form 80-01A: Out-of-State Verification of EdTPA and visit www.edtpa.com to submit official scores to Illinois.

For additional testing information, including test registration, please visit www.icts.nesinc.com.

Which tests do I need to take to add a specific content/subject endorsement to my license?

Click here to see what tests (if any) are required for each subject/content area endorsement.

All content-area tests are valid for 10 calendar years from the test date.

Do I need to have U.S. citizenship to obtain a license in Illinois?

You do not need to be a U.S. citizen or hold a valid social security number to obtain an Illinois license, but you must hold a valid social security number to obtain employment as an educator. For additional information about acquiring a social security number through the Social Security Administration, click here.

I need additional coursework for the PEL. What courses can I take to fulfill these requirements, and where can I take them?

The Illinois State Board of Education has pre-approved courses from various Illinois and out-of-state institutions for the professional educator license requirements. To see specific courses that that may be completed to meet licensure requirements in the areas of cross-categorical special education methods, ESL/bilingual methods, reading methods, and reading in the content area, click here.

How can I obtain the gifted education teacher or gifted education specialist endorsement?

View the Illinois Licensure, Endorsement, and Approval Requirements document.

Does Illinois offer any alternative routes to educator licensure?

Yes. Instead of completing a traditional route to educator licensure, you may complete an approved alternative licensure program in the state. Alternative programs are two-year programs and typically begin with an intensive course of study during the summer term. Then, candidates serve as teachers of record in their own classroom for two years. Additional program requirements are completed during this time.

To be admitted to an alternative licensure program, you must already hold a bachelor's degree in a content area and have passed the Test of Academic Proficiency (or provided acceptable ACT or SAT scores) and have passed the applicable content test.

To begin your first year of residency, you must apply for an educator license with stipulations endorsed for provisional alternative educator and complete a course of study in the approved alternative education program.

Before beginning your second year of residency, you must complete any additional coursework required by your program, pass the edPTA (candidates beginning their second year of residency in the 2015-2016 school year will be required to pass the edTPA during that year), pass the APT test, and be recommended by your program to begin the second year of residency.

Please view the Directory of Approved Programs to see the alternative licensure programs available in Illinois. You may contact specific institutions for information about applying to the program.

What are requirements for supervisory endorsements?

Supervisory endorsements may be added in the following areas:

- Learning Behavior Specialist I
- Teacher of Students Who are Blind or Visually Impaired
- Teacher of Students Who are Deaf or Hard of Hearing
- Speech Language Pathologist (teaching)
- Early Childhood Special Education
- School Social Worker
- School Nurse

- School Counselor
- School Psychologist
- Speech Language Pathologist (non-teaching)

To qualify for a supervisory endorsement, an educator must already hold one of the above endorsements on his/her professional educator license and complete eight semester hours of graduate professional education coursework that includes:

- One course for supervision of personnel
- One course for administration and organization of schools

The Application Process

How much are the application fees?

Professional Educator License (PEL) Application Fee:

If you completed an educator preparation program in Illinois, the license application fee is $100.*

If you completed an educator preparation program outside Illinois, the application fee for your license is $150.*

If you do not qualify for the PEL but meet the requirements for the ELS endorsed as a provisional educator, the ELS will be issued. The ELS can be exchanged for the PEL for no additional fee or application if PEL deficiencies are removed within one calendar year.

Educator License with Stipulations Application Fee:

If you completed an educator preparation program in Illinois, the license application fee is $100.*

If you completed an educator preparation program outside Illinois, the application fee for your license is $150.* *Exception:* Transitional bilingual educator fees are $100.*

Substitute License Fee:

The application fee for a substitute license is $100.*

Paraprofessional Endorsement on an Educator License with Stipulations:

The application fee is $100.*

Endorsements:

The application fee for adding an endorsement to an existing license is $50 per endorsement.*

Approvals:

The application fee for adding an approval is $50.* Approvals are free if no professional educator license is held, and if a license is not required for the approval's issuance.

*A convenience fee will be applied at the time of your online payment.

How can I pay the application fees?

All fees must be paid online with a credit or debit card at the time of application. If you are uncomfortable using your personal credit/debit card, pre-paid credit cards with an expiration date may be used. Master Card, Visa, Discover, and American Express are accepted.

How long will it take for my license, endorsement, or approval to be issued?

Applications are processed in the order they are received, and issuance time depends on the volume of applications. June through October is our busiest time of year.

You can check the status of your application in the "My Credentials" section of your ELIS account. Below are statuses you may see in your account.

PR- Pending Review- Your application has been received and is in a queue to be reviewed. Applications are reviewed in the order they are received. You will receive an email alert when your evaluation has been completed.

D- Deficient- Your application is missing one or more requirements, such as a test, coursework, or a necessary document. Check the "deficiency letter" section of your account to view the requirements you are missing. Access your letter using Internet Explorer or Firefox.

I- Issued- Your credential has been issued. If your credential is a new license, you need to register your license by clicking the registration badge on your ELIS home screen.

The endorsement or approval I want is not available on the application. Why?

There are a few reasons the endorsement you are seeking may not be available on the endorsement application:

1. If you already hold the endorsement, or if you have applied for the endorsement in the past year and hold a valid deficiency letter, you will not be able to apply for the same endorsement. Click the "My Credentials" tab in your ELIS account to see your issued, pending, and deficient credentials.
2. If an Illinois university or college has recommended you for a specific endorsement or approval through entitlement, you will not be able to apply for the same endorsement through ISBE evaluation. Please check your pending credentials on your ELIS homepage to see if a higher education institution has entered a notification for entitlement. You can then apply for the pending endorsement.
3. Some endorsements or approvals are only available through entitlement. The reading specialist, alternative provisional superintendent, alternative provisional educator, and resident teacher endorsements, as well as the interim school counselor intern approval and all LBS II approvals, are only granted through entitlement. If you are seeking one of these endorsements or approvals, please speak to an Illinois university or college for information about approved program requirements.
4. Other endorsements are only available for specific grade ranges. You must hold an endorsement for the grade range needed for a particular endorsement. For instance, you cannot submit an application for mathematics (9-12) unless you already hold either the secondary, K-12, or PreK-21 education endorsement. To add an additional grade range endorsement to your license, you must complete a state-approved program at a regionally-accredited college or university.
5. Some endorsements can only be added to a specific license. If you do not hold the correct license type, you will not be able to add the endorsement. View a list of endorsements that can be added to a professional educator license and a list of endorsements that can be added to an educator license with stipulations.

Registration and Renewal

How much are registration fees for my license?

Licenses must be registered for $10 per year to prevent them from lapsing. Educators can pay registration fees by logging in to ELIS, and registration fees must be paid for the entire cycle of the license. If you hold more than one license, you must pay registration fees for each license. **It is your responsibility to remember when your license needs to be registered.**

If a license is not registered after six months, it lapses, and the educator will have to pay a $500 penalty fee OR complete nine semester hours of appropriate college coursework. View more information about lapsed licenses here.

Which regional office of education (ROE) is in my county or region?

Regional offices of education are grouped by counties throughout Illinois. Your license must be registered in the region where you are employed. Non-public and retired educators register in

the county where they live; Out of state educators register in Region 15. Click here to see a list of regional offices of education.

What will I need to do to renew my professional educator license?

Teachers, Career and Technical Education Teachers, Teaching Speech Language Pathologists

Complete and record the required amount of professional development reflected in ELIS at the bottom of the Educator Development screen. Log in to ELIS on/after April 1st of your renewal year. Click on *Renewals* in the Action Center on your homepage. Follow the instructions to renew and register your license.

Beginning in 2019 teachers who hold administrative credentials will must complete 1 Administrator Academy (AA) during each five-year cycle. Information about AAs is available by contacting your Regional Office of Education.

School Service Personnel (Does ***not*** include Teaching Speech Language Pathologists)

Complete and record the required amount of professional development reflected in ELIS at the bottom of the Educator Development screen. Alternately, School Service Personnel may record their Illinois Department of Financial and Professional Regulations license in ELIS to fulfill 100% of their professional development requirements. Log in to ELIS on/after April 1st of your renewal year. Click on *Renewals* in the Action Center on your homepage. Follow the instructions to renew and register your license.

Administrators

Complete and record the required amount of professional development reflected in ELIS at the bottom of the Educator Development screen. Confirm that all Administrator Academies (AAs) you completed are reflected on the Educator Development screen. Contact ISBE Educator Licensure regarding missing AAs. Log in to ELIS on/after April 1st of your renewal year. Click on *Renewals* in the Action Center on your homepage. Follow the instructions to renew and register your license.

What will I need to do to renew my educator license with stipulations-provisional educator?

If you have not been employed full-time on your educator license with stipulations (ELS-PEDU), you may renew your license for two full fiscal years. During this two year period, you should complete the edTPA (if applicable) in order to earn your professional educator license.

To renew your ELS-PEDU, you must complete the top portion of ISBE form 80-04: Request to Renew an Educator License with Stipulations- Provisional Educator and your ROE must complete the bottom portion. Your ROE must upload the form to your ELIS account. The form must be received by ISBE (uploaded to your ELIS account) prior to the day your license is due to expire. If not received in time, your license will expire and cannot be renewed.

How do I renew my substitute teaching license?

If you have never passed a test of basic skills for a previous Illinois certificate/license, you will need to pass one before your substitute license can be renewed. The following tests can be used to meet the basic skills requirement:

- Former Illinois Basic Skills test
- Test of Academic Proficiency (TAP 400)
- ACT: Prior to 9/1/15 – Composite score of 22 with combined English/Writing score of 19 **– or –** 9/1/15 and later – Composite score of 22 with Writing score of 16
- SAT: Prior to 3/5/16 – Composite score of 1030 or higher in critical reading + math and a writing score of 450 or higher) **– or –** 3/5/16 and later – Composite score of 1110 (evidence-based reading and writing + mathematics = 1110 or higher) and a minimum score of 26 on writing and language
- ACT WorkKeys assessment (Math- 4, Reading- 4, Writing-3)

If you plan to submit ACT or SAT scores, an official score report must be sent directly from the testing agency. Click here for more information about submitting your scores.

An individual who has passed a test of basic skills for the first substitute licensure renewal is not required to retake the test for further renewals.

Please note: You may continue to renew your substitute license if you have a lapsed professional educator license.

I hold a professional educator license and a substitute license. Now that I have to pay separate registration fees for both, is it necessary to maintain both licenses?

It is not necessary to maintain both types of licenses. Your professional educator license (PEL) allows you to teach as a substitute. The PEL allows more flexibility for teaching; so even if you

retire, it is better to maintain your PEL than to receive a substitute license and allow your PEL to lapse.

I am a new Illinois educator and have just received my first Illinois license. When should I register my license?

Your license should be registered within six months of its issuance or it will lapse and be invalid for public school employment. If a license lapses, you must pay a $500 reinstatement fee or complete 9 semester hours of coursework in one of your endorsement areas to reinstate your license. You should register your license in your ELIS account and identify the regional office of education in the county where you work. Non-public and retired educators register in the county where they live; Out of state educators register in Region 15. Click here to see a list of regional offices of education listed by county.

Reinstatement of a Lapsed License

My license has lapsed. What are my options for reinstatement?

If your educator license has lapsed because you have not completed the required professional development and/or Administrators' Academy courses, you must complete any deficient professional development, enter the activities in ELIS, and submit your PD ***before*** you may reinstate your license.

Once you have satisfied the professional development requirements, you may choose one of the two following options:

1. Complete nine semester hours of coursework in one or more of the endorsement areas listed on your license. Coursework must be completed within the last five fiscal years. View acceptable courses you may complete for reinstatement below.

2. Pay a $500 penalty fee in place of completing nine semester hours of coursework.

You may apply for reinstatement in ELIS. You will be able to select which of the two reinstatement options you wish to use. View the following documents to obtain step by step ELIS instructions on how to reinstate your license:

- ELIS Procedures - Documentation for 9 Semester Hours of College Coursework Option (11/15)
- ELIS Procedures - $500 Fee Option (11/15)

I need to reinstate my license. What coursework can I complete?

If you plan to reinstate your license by using nine semester hours of coursework completed within the last five fiscal years, view the list of acceptable coursework for each license type below.

Elementary or Early Childhood Endorsement: Core content courses (English language arts, math, science, or social science), reading, special populations (including special education, gifted, English as a second language, or bilingual education), human development, educational psychology, methods of instruction, or technology as it relates to education. Coursework in any of your endorsement areas will also be accepted.

Secondary Education or K-12 Special Endorsement: Endorsement area content coursework, Reading, special populations (including special education, gifted, English as a second language, or bilingual education), human development, educational psychology, methods of instruction, or technology as it relates to education. Coursework in any of your endorsement areas will also be accepted.

Special Education PK-21 Endorsement: Core content courses (English language arts, math, science, or social science), reading, special populations (including special education, gifted, English as a second language, or bilingual education), human development, educational psychology, methods of instruction, or technology as it relates to education. Coursework in any of your endorsement areas will also be accepted.

Administrative Endorsement: Administrative coursework, Reading, special populations (including special education, gifted, English as a second language, or bilingual education), human development, educational psychology, methods of instruction, or technology as it relates to education. Coursework in any of your endorsement areas will also be accepted.

School Support Personnel Endorsement: Endorsement area content coursework, Reading, special populations (including special education, gifted, English as a second language, or bilingual education), human development, educational psychology, methods of instruction, or technology as it relates to education. Coursework in any of your endorsement areas will also be accepted.

Through September 1, 2016, educators may utilize coursework completed on or after 7/1/2010 toward reinstating their licenses. Beginning September 2, 2016, educators may utilize coursework taken ***on or after September 1, 2011****. This timeline is compliant with 25.450 (b)(2)(C), which states: "The validity period for any coursework used for license reinstatement shall expire on September 1 immediately following the fifth full year after the date of the coursework's completion."*

**A $500 penalty fee can be submitted instead of completing nine semester hours of coursework.

Terminology

My license/endorsement status is listed in ELIS as lapsed, deficient, pending review, etc. What do these statuses mean?

Completed Program (CP): If you are being recommended for a license or endorsement through entitlement, your status will be "Completed Program" until you apply for your pending notification. To apply for the entitlement notification, go to your ELIS homepage and click on the link that alerts you of your pending entitlement notification. Your status will change to "issued" once your application and fee are received.

Deficient (D): You have not met all of the requirements needed for the endorsement/license. You will receive a letter through email detailing the requirements you need to meet.

Deleted/Removed (DR): The license/endorsement has been removed from your credentials and is not valid for teaching in an Illinois public or state-operated school. You may see this status if a duplicate license/endorsement was removed from your credentials.

Educator Surrendered (SU): The educator has voluntarily given up the license/endorsement.

Exchanged (EX): The license has been converted into a different license. The license with the "exchanged" status is not valid for employment in an Illinois public or state-operated school. This status is most often seen on licenses that were once "certificates" prior to implementation

of ELIS. For example, prior to July 1, 2013, an initial certificate may have been exchanged for a standard certificate, or a provisional certificate may have been exchanged for a full certificate. In ELIS, these historical licenses would have an "exchanged" status.

Expired (X): The license/endorsement has expired and is not valid for employment in an Illinois public or state-operated school.

Inactive (IN): Your license registration fees expired and/or a Statement of Assurance (SOA) was not approved prior June 30 of this year. You have until December 31 of this year to pay registration fees and/or obtain SOA approval. Your license is invalid for employment in an Illinois public or state-operated school.

Issued (I): You have met all necessary requirements for the license/endorsement.

Lapsed (L): Your last renewal cycle ended on or before June 30 of last year. Your license lapsed because your license registration fees were not paid and/or professional development was not submitted. Your license is invalid for employment in an Illinois public or state-operated school until you reinstate it. Click here for an explanation of your reinstatement options.

Licensure Conversion (LC): If you held an Illinois certificate prior to July 1, 2013, that certificate transferred to the new licensure system with a "licensure conversion" status. If your certificate was valid at the time of the conversion, the same license is listed in your credentials with an "issued" status.

Pending Review (PR): ISBE has received your application, and it is waiting to be reviewed by an evaluator. Applications will be reviewed in the order they are received.

Pre-Completion of Program (PC): The individual is being entitled for a license by an Illinois university or college, but has not yet met all of the requirements for licensure.

Revoked (R): For educational purposes, the license no longer exists, and notification to that effect was entered into the nationwide database.

Suspended (S): The license or endorsement is no longer valid for working in a position requiring that credential, but it may be reinstated after a specific period of time.

What is a *self-contained general education* endorsement?

This endorsement allows an educator to teach all subject areas in one classroom to all students within the grade range of the license.

What is an *endorsement*?

The term **endorsement** is used to describe a credential listed on a professional educator license or an educator license with stipulations.

A **teaching endorsement** may be a *grade-level endorsement* (i.e. early childhood, elementary, secondary, or special) or a *content/subject-area endorsement* (i.e. middle school language arts, senior high school health education, or transitional bilingual educator).

Administrative endorsements include chief school business official, director of special education, superintendent, principal, and general administrative.

School support personnel endorsements include school counselor, school social worker, school psychologist, school nurse, and speech language pathologist (non-teaching).

What is *LBS I*?

LBS I is the acronym for Learning Behavior Specialist I. An educator can teach cross-categorical special education with an LBS I endorsement.

What are *school support personnel*?

School support personnel include the following: school social worker, school counselor, school psychologist, school nurse, and non-teaching speech-language pathologist.

What is a *paraprofessional*?

Paraprofessionals are personnel authorized to be employed to assist in instruction (for example, a teacher's aide). After July 1, 2013, all new applicants for a paraprofessional credential must hold an educator license with stipulations endorsed for a paraprofessional educator in order to be employed as a paraprofessional.

What do you mean by a *valid, comparable out-of-state certificate or license*?

To receive an educator license with stipulations endorsed as a provisional educator, you must present a valid, comparable out-of-state certificate or license. To be "valid", your certificate must be active and not expired. To be "comparable", your certificate must be equivalent to an Illinois license endorsed in the specific teaching field you are seeking. For instance, if you are

seeking the "secondary education" endorsement in Illinois, your out-of-state certificate or license must list credentials for teaching grades 6-12 (or a similar range).

If you are seeking an educator license with stipulations endorsed in an administrative or school support personnel area, your out-of-state certificate or license must reflect the credential you are seeking in Illinois. For example, if you are seeking the school counselor endorsement in Illinois, your out-of-state certificate or license must list a school counselor credential.

What is a *state-approved program*?

A state-approved program is a higher education institution or not-for-profit organization's focused program for the preparation of education personnel that leads to licensure in that state or country. To be considered an "approved program" in Illinois, an institution/organization must meet rigorous requirements and be recognized as such by the Illinois State Board of Education. For a list of approved programs available at Illinois colleges and universities, click here.

What is *entitlement*?

Entitlement is the process Illinois institutions of higher education or not-for-profit entities recognized and approved to offer educator preparation programs use when recommending a candidate for a particular endorsement or license. If you completed coursework at an Illinois university or college that qualified you for an endorsement or license, the institution may enter a notification for entitlement in your ELIS account.

By entering this notification, the institution is confirming you have completed all coursework and testing requirements required for the endorsement/license per current Illinois rules and regulations.

The pending credential will be listed on your ELIS home page. You can apply for this credential on your ELIS home page.

What is the difference between an *endorsement* and a *designation* on my license?

An endorsement entitles you to teach or administrate in a specific area. Designations demonstrate areas of expertise or training modules completed, but do not enable an educator to teach in an area. For example, you cannot teach in a National Board for Professional Teaching Standards (NBPTS) designation area unless you hold the applicable Illinois endorsement.

What is an *approval*?

The following approvals are available.

Adaptive PE
Bilingual Special Education
Cued Speech Interpreter
Early Childhood Special Education
English as a Second Language Special Education
Interim Sign Language Interpreter
School Counselor Intern
School Nurse Intern
School Psychologist Intern
Short Term Emergency (until September 1, 2018)
Sign Language Interpreter
Social Worker Intern
Teacher Coordinator
Vocational Coordinator

What is an *IEIN*?

An IEIN (Illinois Educator Identification Number) is a unique number assigned to each individual when his/her ELIS account is created. If you should ever need to contact your ROE or ISBE with questions, please have your IEIN available so staff may easily locate your account.

Additional Information for International Applicants

I completed an educator preparation program outside of the United States. What additional requirements do I need to apply for licensure in Illinois?

To receive a license in Illinois, out-of-country applicants must have been prepared as an educator outside of the United States, meet all coursework and testing requirements, and meet all other requirements detailed in Illinois statute and rules.

If you have foreign credentials, you will need to obtain a course-by-course evaluation that converts the foreign educational credentials to equivalent U.S. semester credits and courses. The evaluation will need to specify the grade level for which you were prepared as an educator. It will also need to indicate the U.S. degree equivalence of your foreign credentials. We will require the original course-by-course foreign credential evaluation report. You will also need to present your original foreign documents to your regional office of education, and copies of these documents will be sent to the Illinois State Board of Education. Click here for a list of approved evaluation sources.

I am an international student completing a state-approved program at a U.S. college or university. Am I eligible to receive an Illinois license?

Yes, you may receive an Illinois license. If you plan to use your newly-issued license for employment in the U.S.; however, you must obtain a social security number. Please visit this page of the Social Security Administration website for more information: http://www.socialsecurity.gov/pubs/EN-05-10096.pdf

The following pages also provide helpful information:
http://www.socialsecurity.gov/people/immigrants/

http://www.socialsecurity.gov/pubs/10181.html#a0=1

Do I need to have U.S. citizenship to obtain a license in Illinois?

You do not need to be a U.S. citizen to obtain an Illinois license.

General Questions

How do I access my ELIS account?

Login to ELIS here. If you have not yet established an ELIS account, click "Sign Up Now" in the left column.

How do I change my name, address, or other information in ELIS?

You may change your **email address, mailing address, or phone number** by logging in to your ELIS account and clicking the edit link in your contact information section.

To change your **name** or update your **degree** information, complete form *73-71 Licensure Update Request* and bring the form and other necessary documents to your regional office of education (ROE) so they may upload the materials to ISBE. Alternatively, you may email the materials to ISBE at licensure@isbe.net. Official transcripts verifying a degree must be sent directly from the institution or mailed to ISBE in an envelope that was sealed by the institution.

If your **social security number** is listed incorrectly, your ROE can upload a copy of your social security card to ISBE, or you may mail or fax a copy of your card directly to ISBE.

If your **birth date** is listed incorrectly, your ROE can upload a copy of your birth certificate or driver's license to ISBE, or you may mail or fax a copy directly to ISBE.

Incorrect **gender** listings may be corrected by having your ROE upload a copy of your driver's license or birth certificate. You may also mail or fax a copy directly to ISBE.

I cannot open a deficiency letter in my account. What is wrong?

You may be using an incompatible browser. ELIS works best with Internet Explorer and Firefox; there are known compatibility issues with other browsers. You should also access your letter using a PC or laptop rather than a phone or tablet.

I have two ELIS accounts and need the accounts merged. What should I do?

Please email (licensure@isbe.net) a copy of your social security card and a note indicating you have two ELIS accounts that need to be merged. The note should include your name and IEINs for both accounts.

How can I submit course descriptions to ISBE for review?

Submit ISBE form 80-07: Request for Pre-Approval of Coursework/Re-evaluation of Coursework. You may provide up to three course descriptions for review. The form should be emailed to licensure@isbe.net.

Contact Information

Issue	Contact
Assistance with ELIS	Your ROE (Directory of Regional Offices of Education) or call our call center: 217-557-6763 between 8am and 5pm CST.
Renewal/Reinstatement Questions	Email renewal@isbe.net
Submitting Documents to ISBE (excluding transcripts and forms that must be signed by a university/college/ROE) Acceptable documents to be emailed include: -out-of-state license -course descriptions/course syllabi - social security card & request for account merge -letters of teaching experience (must be emailed directly from your administrator or school district human resources office)	Email your documents to licensure@isbe.net. Transcripts and documents requiring official signature or seal from a university/college/ROE cannot be emailed by the applicant. **Note: This email is used to submit documents only; questions and comments are not monitored and will not receive a response.*
Submitting social security card for account merges/name changes	Email a copy of your card to licensure@isbe.net or fax a copy of your card to 217-524-1289.
Submitting Transcripts to ISBE	Must be mailed directly from the institution or emailed directly from the institution to transcripts@isbe.net. Applicants may mail official transcripts to ISBE as long as the transcript is in an unopened envelope from the university/college.
General Questions	Contact your ROE (Directory of Regional Offices of Education) or call our call center: 217-557-6763 between 8am and 5pm CST.
Educator Licensure Mailing Address	Illinois State Board of Education Educator Licensure Division 100 North First Street Springfield, IL 62777

- For Licensure Requirements: Visit
  http://www.isbe.net/licensure/requirements/endsmt_struct.pdf

- Pre-approved coursework you may take for the professional educator license is found here:
  http://www.isbe.net/licensure/requirements/pre-app-pel-coursework.pdf