

# **Educator Effectiveness Preparation Team Liaison Licensure Officer Training**

October 9, 2024

# Agenda

- Meet the Team
- General Licensure Officer Information
- Part 25 Reminders & Updates
- Important Updates & Reminders
- Questions?
- New LO Training

# Meet the Team!



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# Preparation Team Liaisons

| Emma                        | Maddie                     | Sabrina                                       | Morgan                                 | Ashley                             | Delaney                                 |
|-----------------------------|----------------------------|---|--|------------------------------------|---|
| Benedictine University      | Augustana College          | Blackburn College                             | Illinois College                       | Concordia University Chicago       | Aurora University                       |
| Bradley University          | DePaul University          | Chicago State University                      | Judson University                      | Elmhurst University                | Eureka College                          |
| Dominican University        | Erikson Institute          | Lake Forest College                           | Moody Bible Institute                  | Lewis University                   | Governors State University              |
| Eastern Illinois University | Greenville University      | Loyola University                             | National Louis University              | McKendree University               | Illinois Wesleyan University            |
| Monmouth College            | Hebrew Theological College | Northeastern Illinois University              | Northwestern University                | Northern Illinois University       | North Park University Chicago           |
| New Leaders                 | Illinois State University  | Southern Illinois University Edwardsville     | Saint Xavier University                | Olivet Nazarene University         | Southern Illinois University Carbondale |
| Quincy University           | Knox College               | The Chicago School of Professional Psychology | School of the Art Institute of Chicago | Relay/Graduate School of Education | Trinity International University        |
| Roosevelt University        | Millikin University        | Western Illinois University                   | The University of Chicago              | St. Augustine College              | University of Illinois Springfield      |
| Rockford University         | North Central College      | Wheaton College                               | University of Saint Francis            | Trinity Christian College          | University of Illinois Urbana-Champaign |
|                             |                            |   | Chicago Public Schools                 | Vandercook College of Music        | University of Illinois Chicago          |

# General Licensure Officer Information

# The Role of a Licensure Officer

105 ILCS 5/21B-100/25. 170

| Entitlement Officer  | Program Compliance  | Liaison between IHE and ISBE   |
|--|---|--|
| <ul style="list-style-type: none"><li>• Enter candidates into Pre-Completion (PC) upon enrollment.</li></ul>                     | <ul style="list-style-type: none"><li>• Inform ISBE of program proposals, changes, or discontinuations.</li></ul> | <ul style="list-style-type: none"><li>• Attend annual training conducted by ISBE.</li></ul>                    |
| <ul style="list-style-type: none"><li>• Stay up to date on licensure requirements and ensure candidates have met them.</li></ul> | <ul style="list-style-type: none"><li>• Submit annual data reporting for all programs.</li></ul>                  | <ul style="list-style-type: none"><li>• Assist candidates with ELIS account and entitlement process.</li></ul> |
| <ul style="list-style-type: none"><li>• Move candidates from PC to Completed Program.</li></ul>                                  | <ul style="list-style-type: none"><li>• Stay up to date on legislation/current rules and changes.</li></ul>       | <ul style="list-style-type: none"><li>• Serve as compliance liaison during entitlement audits.</li></ul>       |

# Liaison Best Practices

- Reach out directly to your prep liaison with:
  - Preparation-related questions
  - ELIS issues
  - Program proposals/changes/discontinuations
  - Standard alignment materials

The [preparation@isbe.net](mailto:preparation@isbe.net) email account will still be monitored. You can still use that email if your liaison is out of the office.

- Please do not refer candidates directly to prep liaison. They should be working directly with their licensure officer.

# Liaison Best Practices

- The preparation team members directly serve, and support assigned institutions and oversee statewide projects and initiatives.
- Response time may vary. Please allow adequate time for your liaison to respond prior to sending a follow-up email.
- If something is urgent and relates to job placement for a candidate, please mark the email as urgent.



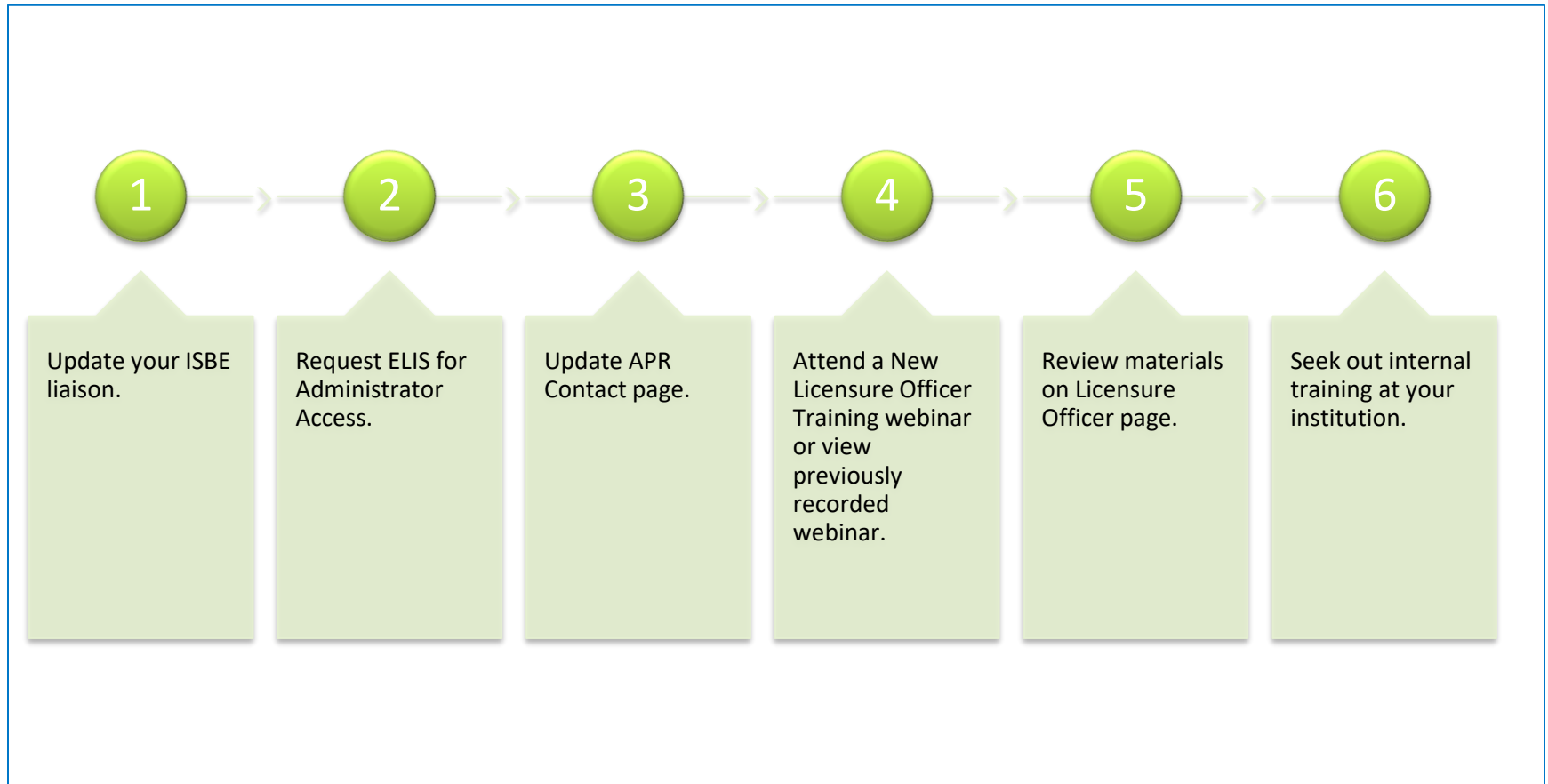
# Liaison Best Practices

- Please ensure that all communication with ISBE is directed through your licensure officer.
  - Institutions of higher education may have additional points of contact, but the licensure officer should be the primary liaison with ISBE.
  - This helps to maintain clear and effective communication while avoiding any duplication of efforts.

# Licensure Officer Requirements

- Licensure officers are required to complete trainings offered by ISBE per 105 ILCS 5/21B-100 and 25.170 (a)(4).
- All institutions must have a primary and secondary licensure officer.

# Steps to Take Before Licensure Officers Can Begin Entitling



**APR Contact Tip:** If your licensure officers holds more than one role at your institution (e.g., also is the dean), they can be listed twice as contacts in APR to ensure inclusion on appropriate mailing lists.

# Licensure Officer Advisory Group

- ISBE is seeking volunteers to join the Licensure Officer Advisory Group. This group will assist with:
  - Input and feedback on processes, including entitlement audit and data reporting.
  - Inform updates for the entitlement wizard and data collection.
  - Share common licensure officer questions.
  - Alert ISBE to ELIS concerns.
  - Suggest changes and improvements on ISBE website.
  - Make suggestions for improvement.

**Interested?** Email [mbahnsen@isbe.net](mailto:mbahnsen@isbe.net)

# Licensure Officer Resources

- [Supporting Educators ISBE webpage](#)
- [Licensure Officers ISBE webpage](#)
- **Preparation Liaison**
- **First Thursdays Office Hours:**
  - **Introduction:** ISBE preparation team will host office hours for licensure officers.
  - **Schedule:** Every first Thursday of the month at 3 p.m.
  - **Purpose:** Opportunity to ask questions and seek support.
  - **Link:** Shared via email
- **ISBE Preparation Team at IACTE's Fall Conference:**
  - **Event Date:** October 17.
  - **Purpose:** Connect, share insights, and collaborate with fellow educators and stakeholders.
  - **Opportunity:** Engage with ISBE's preparation team.
- **Support for Institutions and Teacher Candidates:**
  - **Requesting ISBE preparation team:** Contact your institution's preparation team liaison to request attendance at upcoming field meetings.

# Key Timelines to Keep in Mind

## Fall Semester:

### •September:

- Licensure Officer Training/Meeting 1 (Meet Team/Updates)
- Optional Opportunity to Submit Unofficial Draft Window Opens Diverse Educator Recruitment and Success Action Plan

### •October:

- SEPLB Meeting
- Title II Reporting
- Licensure Officer Training/Meeting 2 (New LO Training)
- AIR Led Coaching Sessions for Closes Diverse Educator Recruitment and Success Action Plan
- Optional Opportunity to Submit Unofficial Draft Window Closes Diverse Educator Recruitment and Success Action Plan

### •November

- SEPLB Meeting
- Culturally Responsive Teaching and Leading Standards Alignment Feedback

### •December:

- SEPLB Meeting
- Institutions Receive IEPP Letters (Tentative)

## Spring Semester:

### •January:

- IEPP Informational Webinar
- Entitlement Audit Webinar
- Entitlement Audits (January - June)
- Diverse Educator Recruitment and Success Action Plans Due

### •February:

- SEPLB Meeting
- APR Webinar
- APR Reporting Window (February - April)

### •March:

- Licensure Officer Training/Meeting 3 (APR)

### •April:

- SEPLB Meeting

### •June:

- SEPLB Meeting
- Culturally Responsive Teaching and Leading Standards Alignment Plans Due
- Licensure Officer Training/Meeting 4

# Part 25 Reminders & Updates

# Key Changes for Teacher Candidates and Preparation Programs in Illinois

[Public Act 103-0846](#) is law as of Aug. 9, 2024.

- **Content Test Timing:** Candidates in traditional or apprenticeship programs must pass the content test before receiving a Professional Educator License, **not before** student teaching. This allows student teaching to begin this fall even if the test is not yet passed.
- **Alternative Program:** Candidates in alternative programs must pass the content test before receiving a Professional Educator License, **not before** getting the Educator License with Stipulations – Alternative Provisional Educator (ELS-APE).
- **Test Subareas:** ISBE may allow content test subareas to be scored and retaken separately. ISBE will explore potential rule changes and consult with its testing vendor.



# Rule Change: ESL/Bilingual Methods



[Part 25.25: Professional Educator License](#) update.



ESL/Bilingual Methods coursework is required prior to licensure for Illinois program completers.



Previously only required for out of state.



Program coursework might already meet this requirement.



Coursework can be built into existing programs or added as stand-alone course. (Program Change Forms required for changes to coursework.)



Licensure officers should begin verifying completion of coursework by May 1, 2024.



Be able to identify what course(s) cover this topic for entitlement audits.

# Reminder: PA 102-971 Update -- Safety Education



PA 102-971



Mandates particular “safety education” topics that must be included in educator preparation programs.



Originally legislated in 2015; addition of gun storage safety became effective in 2023.



Our team will be reaching out to those who have been working on compliance to collect information on current status.

# Reminder: Pre-Completion Status

Must place candidates in Pre-Completion status in ELIS within 60 days of enrollment (25.170).

- Your list of candidates in the APR/IEPP data reporting is derived from this list. **Anyone not in PC status will not be included in your candidates!**
- May result in inaccurate data on IEPP, leading to remediation plan or eventual program discontinuation.

“Enrollment” means:

- A declaration by a student who has accumulated at least 60 semester hours (or equivalent) of coursework with an intent to graduate with an undergraduate major or minor leading to educator licensure; OR
- A graduate or post-baccalaureate registration as a candidate in a licensure program.

This definition must be used for assigning candidates to PC status and entering enrollment dates in ELIS, as it will drive cohort data on the IEPP.

# Important Updates & Reminders

# Updated Directory of Approved Programs Webpage

- New Definitions: Introduction of updated definitions for clarity.
- Licensure-Only Options: Addition of licensure-only program options.
- Expanded Program Formats:
  - Apprenticeship
  - Microcredential
  - Residency
- Spotlighted Program Partners: Highlighting key program partners.
- Action Required:
  - Review changes and confirm the accuracy of program listings and contact information.
  - Respond via email to inform your ISBE preparation team liaison if any updates are needed.

# Updated Program Proposal Form

Posted on the Colleges & Universities webpage under "Educator Preparation Program Resources"

Program Change Form is appropriate for:

- Course title/number changes.
- Switching mode of delivery to online with no other content change.
- Modifying less than 50% or less of course content.
- Adding an additional world language program, reach out to your ISBE preparation liaison with any questions.

New Program Proposal is appropriate for:

- Replacing coursework with microcredentials.
- Modifying 50% or more of course content.
- Implementing a new pathway.
  - Adding a grad option to an existing undergrad program.
  - Adding an alternative program option to existing program.
  - Adding an apprenticeship addendum.

# Website Changes

There have been significant changes to ISBE website:

- Licensure Officer page remains the same.
- Re-save links to pages or clear browser cache.
- It is not recommended to save forms locally.  
Always use the online versions to ensure you have the most current information.

# Audit Reminders



**Degree conferral date** in ELIS and the date on the transcript must match. This was a common audit finding this year.



**Entitling before the conferral date** – Licensure officers should not entitle before the date of conferral or before the candidate completes the program.



**83-12 Cooperating Mentor Form** – Most frequently found audit finding; no verification of cooperating mentor teacher. Be sure to use this form!



# 'Pending Review' Status:

- **Candidate did not answer the background questions accurately** or there could be a misconduct issue. ISBE will correspond directly with the candidate in this situation.
- **Science and Social Science Subsequent Endorsements** – ELIS looks for the additional content test and license ends up in Pending Review status. Send email to your liaison and we can issue once candidate has paid fee and you confirm candidate meets requirements via 12 content credit hours.
- **ELS-APE** – ELIS looks for "missing" content test. Send email to your liaison and we can Issue once candidate has paid fee.
- **Seal of Biliteracy** – Does not show up as a test but shows up in ELIS as "Additional Credential." Send email to your liaison and we can Issue once candidate has paid fee.

ISBE is aware of the inconvenience these issues cause. We are in constant contact with our ELIS developers to get a solution out.

# Review of Refund Policy

When a candidate incorrectly applies for ISBE evaluation (but should have been entitled):

**ELIS Tip:** Entering candidates into Pre-Completion as soon as they are enrolled will help prevent them from incorrectly applying for ISBE evaluation.

We will monitor refunds and may consider phasing out in the future due to staff capacity.

If the license required a **Full Program**, we issue refund even if an evaluation has already been completed (data tied to APR).

If the license was for a **Subsequent Endorsement**, we only issue the refund if an evaluation has NOT already been completed.

# LOOKING AHEAD

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# Illinois Educator Preparation Profiles (IEPP) Release



Anticipated release date: December 15, 2024



More details to come soon in December IEPP Webinar – watch your email for registration link!

# Entitlement Audits

| Entitlement Audit Event  | Timeframe                |
|--|--------------------------|
| Entitlement Audit Webinar  | January 2025             |
| Entitlement Audit engagement materials sent to selected EPPs (Letter, ELIS data, EA PPP doc)                     | January 2025             |
| Selected EPPs compile and submit required documentation to ISBE  | February 2025            |
| ISBE conducts audits and prepares Entitlement Audit Report   | February 2025-April 2025 |
| Entitlement Audit Report sent to EPPs requesting further clarification/documentation (if needed)                 | April 2025               |
| EPP prepares requested clarification/documentation   | April 2025               |
| ISBE reviews final materials and prepares Final Report – (Final Reports shared with EPP no later than June 2022) | May 2025                 |
| EPPs review Final Report and have 60 days to submit Remediation Plan (if applicable)                             | June 2025                |
| Entitlement Audit Report including Remediation Plan reviewed by SEPLB and State Board                            | TBD                      |

# Annual Program Reporting (APR)



Reporting window will be open from February 1, 2025 – April 30, 2025



Begin preparing now!

Ensure all candidates are entered into Pre-Completion

Ensure enrollment dates are accurate

Update changes in APR Contact List



More details to come in February APR Webinar - watch your email for registration link!

# Standards Redesign Deadline Reminders

[CRTL Alignment](#) (all preparation programs)

Due to ISBE: June 30, 2025

Approval Deadline: October 1, 2025

[Principal and Superintendent NELP Alignment:](#)

Due to ISBE: July 29, 2025

Approval Deadline: October 1, 2025

[IPES Alignment](#) (all teaching programs)

Due to ISBE: March 1, 2026

Approval Deadline: June 30, 2026

Secondary Education/PK-12 teaching programs

Approval Deadline: October 1, 2024

Special Education

Approval Deadline: October 1, 2025



# Questions?





**THANK YOU FOR COMING!**



***(New LOs ... please stick around!)***

# **Educator Effectiveness Preparation Team Liaison New Licensure Officer Training**

October 9, 2024

# IWAS SYSTEM

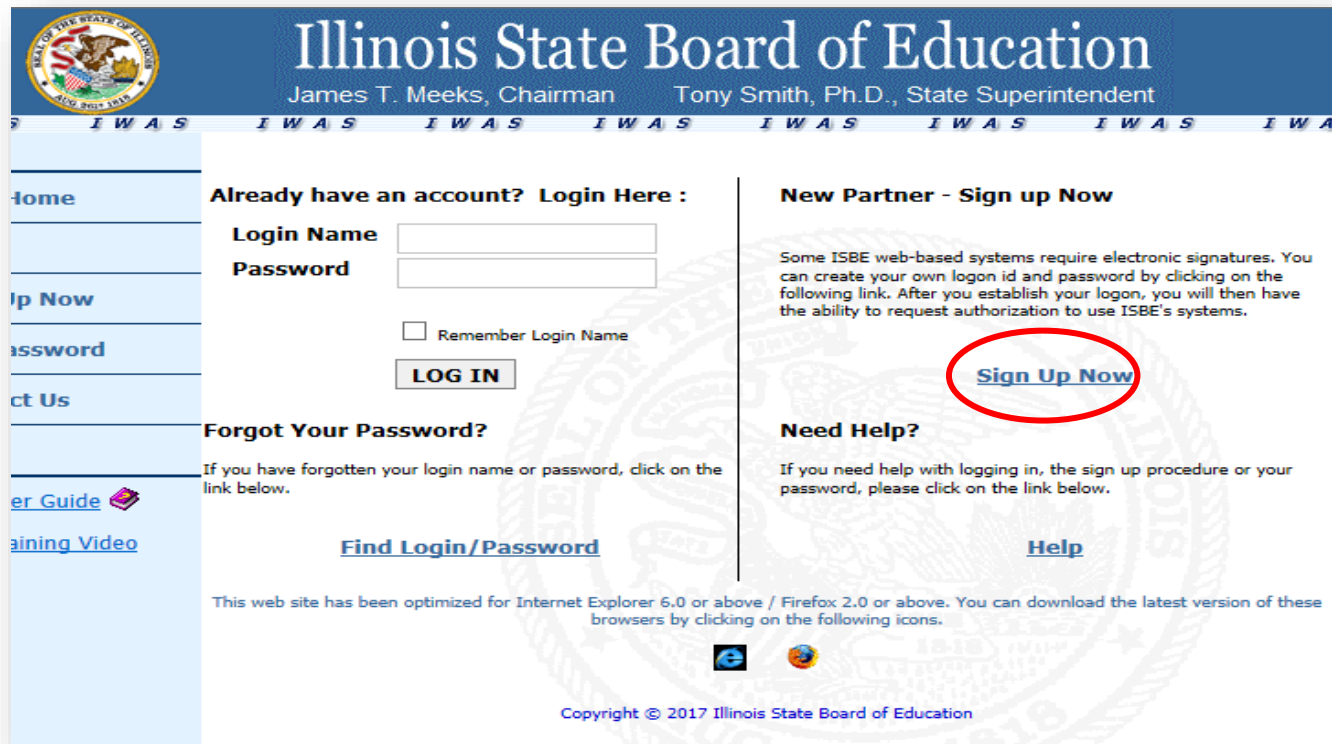
# IWAS Access

IWAS (ISBE Web Application Security) is the portal through which you will interact with ELIS (Educator Licensure Information System) and perform many of your licensing duties. The easiest way to access it is through the “System Quick Links” link at the top of any page on ISBE.net.

The screenshot displays the Illinois State Board of Education (ISBE) website. At the top left is the ISBE logo. The main navigation bar includes links for HOME, ADMINISTRATORS, TEACHERS, and FA. A dropdown menu titled "System Quick Links" is open, showing two categories: DATA SYSTEMS and INQUIRY SYSTEMS. Under DATA SYSTEMS, the links are ELIS: Educator Licensure Information System and IWAS: ISBE Web Application Security (highlighted in yellow). Under INQUIRY SYSTEMS, the links are FRIS Inquiry: Financial Reimbursement Information System Inquiry, District ADA/Prior GSA Inquiry, ILEARN, Public School Calendar Inquiry, Pupil Transportation Claim Reimbursement Inquiry, RCDTS Lookup, Public School District Lookup, and Peer Finder. The main content area features a "CURRENT TOPICS" section with a "New Data Dashboard" announcement and an "Ed 360" logo. To the right, there are sections for "COMMUNITY & PARTNERS", "NEWS & MEDIA", and "TOPICS".

# IWAS Access

- To gain IWAS rights, you will have to access IWAS from our website and use the 'Sign Up Now' link. From there, you will enter information and create a login and password.



The screenshot displays the Illinois State Board of Education (ISBE) website. At the top, the ISBE logo is on the left, and the text "Illinois State Board of Education" is centered, with "James T. Meeks, Chairman" and "Tony Smith, Ph.D., State Superintendent" below it. A decorative banner with the letters "I W A S" repeats across the page. On the left side, there is a vertical navigation menu with links: "Home", "Sign Up Now", "Forgot Password", "Contact Us", "User Guide", and "Training Video". The main content area is divided into two columns. The left column contains the login section titled "Already have an account? Login Here :", which includes input fields for "Login Name" and "Password", a "Remember Login Name" checkbox, and a "LOG IN" button. Below this is a "Forgot Your Password?" section with a link to "Find Login/Password". The right column contains a section titled "New Partner - Sign up Now" with a paragraph explaining the need for electronic signatures and a link to "Sign Up Now" (which is circled in red). Below this is a "Need Help?" section with a link to "Help". At the bottom, there is a note about browser optimization and icons for Internet Explorer and Firefox, followed by the copyright notice "Copyright © 2017 Illinois State Board of Education".

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

**Already have an account? Login Here :**

Login Name

Password

☐ Remember Login Name

**LOG IN**

**Forgot Your Password?**

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

**New Partner - Sign up Now**

Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.



[Sign Up Now](#)

**Need Help?**

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

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# Helpful Tip: IWAS Access

## New to IWAS

- Create IWAS Account
- Sign up for **IWAS Administrators Account**
- Your IHE administrator approves

## Change IWAS Admin

- Send letter via email
- ISBE IT makes change
- Details on IWAS message center

- IWAS Access Guide can be found here:  
<https://www.isbe.net/Pages/Licensure-Officers.aspx>

# IWAS Access

- Once an account is created, go to the system listing and request access for both **ELIS for Administrators** and **Annual Program Report – Institutions of Higher Education**



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

**My Systems**

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

| Categories - Click to Expand/Collapse Tree               | Authorization |
|--|---------------|
| <b>Reporting</b>   |               |
| <b>Annual</b>  |               |
| Annual Program Report - Institutions of Higher Education | Authorized    |
| <b>Educators</b>   |               |
| ELIS for Administrators                                  | Authorized    |

Legend: ⓘ : System Description - Detailed   📅 : Due Dates   👤 : Profile

[Want to Signup for Other Systems?](#)

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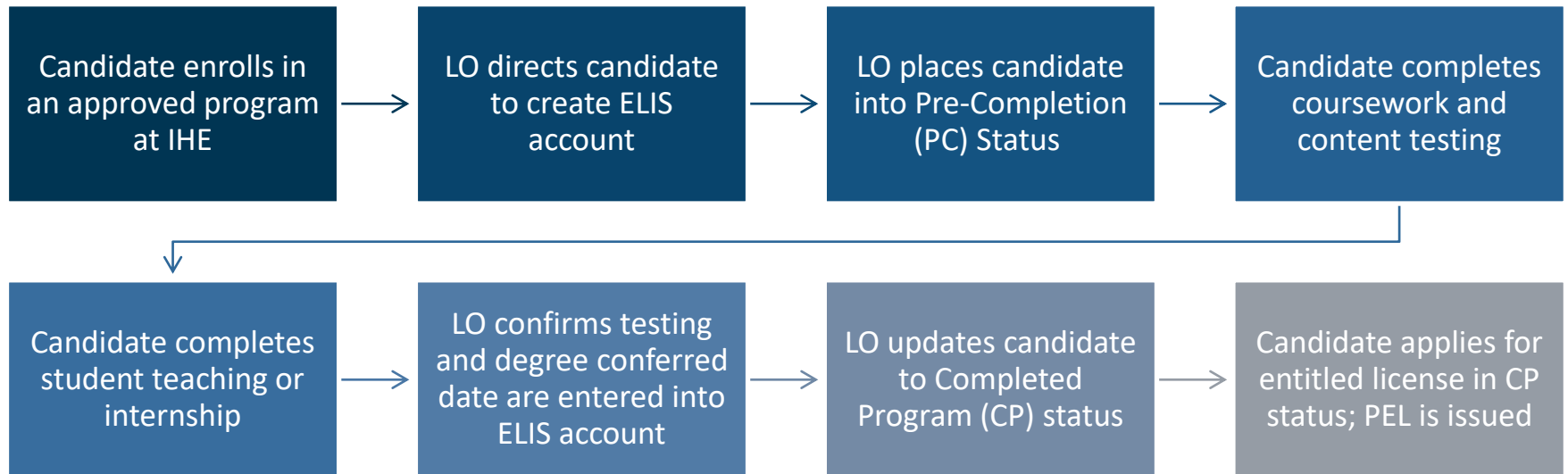
# ENTITLEMENT PROCESS



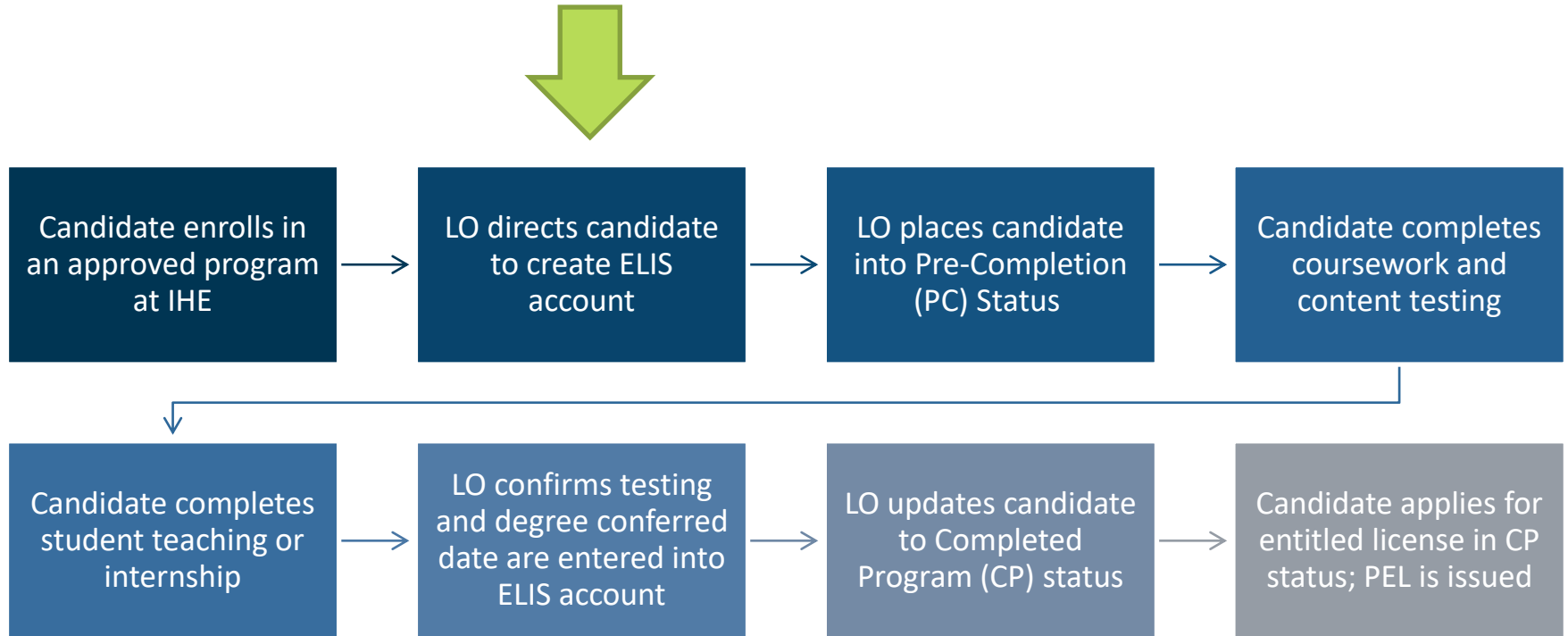
# What is Entitlement?

- The ability of an Institution of Higher Education (IHE) with an approved program to validate that an educator candidate has completed all necessary components of that program and is eligible for licensure.
- After entitlement, the candidate needs to Apply on the entitled license and Register their license in ELIS before it is valid.
- If candidates are not entitled by an IHE, they must apply on their own through ISBE, send all necessary paperwork for evaluation, and wait in line with all other applicants.

# Entitlement Process Overview



# Entitlement Process Overview



# Setting Up ELIS Accounts

**LO directs  
candidate to  
create ELIS  
account**

- As a Licensure Officer, one of your roles is to assist students with their ELIS account and the application process.
- Students need to sign up for an ELIS account as soon as possible after enrollment in an approved program
- Provide clear guidance on this process to your candidates
- Upfront and consistent communication about the ELIS system and entitlement process are critical to ensure smooth, error-free licensing upon program completion

# Setting up ELIS Accounts

The screenshot shows the Illinois State Board of Education website. The top navigation bar includes the ISBE logo, the text "Illinois State Board of Education", and links for "System Quick Links", "Illinois Report Card", "Careers at ISBE", "Contact Us", and social media icons. A search bar and a "Translate" link are also present. Below the navigation bar is a dark blue header with icons and labels for "HOME", "ADMINISTRATORS", "TEACHERS", "FA", "COMMUNITY & PARTNERS", "NEWS & MEDIA", and "TOPICS". The main content area features a "CURRENT TOPICS" section with a "Message from State Superintendent Tony Smith, Ph.D." and a list of inquiry systems: "FRIS Inquiry: Financial Reimbursement Information System Inquiry", "General State Aid Inquiry", "ILEARN", "Public School Calendar Inquiry", "Pupil Transportation Claim Reimbursement Inquiry", "RCDTS Lookup", and "Public School District Lookup". A dropdown menu is open, showing "DATA SYSTEMS" with "ELIS: Educator Licensure Information System" highlighted in a red box. Below this is "INQUIRY SYSTEMS" with a list of inquiries. At the bottom, there is a section for "Read the Superintendent's Weekly Messages" and a row of five small images.

Illinois State Board of Education

System Quick Links Illinois Report Card Careers at ISBE Contact Us Search Translate

DATA SYSTEMS

ELIS: Educator Licensure Information System

INQUIRY SYSTEMS

FRIS Inquiry: Financial Reimbursement Information System Inquiry

General State Aid Inquiry

ILEARN

Public School Calendar Inquiry

Pupil Transportation Claim Reimbursement Inquiry

RCDTS Lookup

Public School District Lookup

Read the Superintendent's Weekly Messages

# Setting up ELIS Accounts


EDUCATOR LICENSURE

## EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS)

The ELIS web site is best viewed with the latest version of Internet Explorer (IE).

### EDUCATOR ACCESS

[Login to your ELIS account.](#)

**Notice:** ACT Plus Writing or SAT score reports listed under a maiden name or previous name may not be credited to your account. Please complete [ISBE form 73-71](#)  to add a maiden name or previous name if applicable.

### PUBLIC SEARCH

*Perform a search of public license information* for educators in Illinois by using the City, District, School, or Educator Name.

### ADMINISTRATOR ACCESS

*Perform a credential search of educators in Illinois.* For use by institutions of higher education, school districts, or prospective employers to verify credentials of a potential educator candidate or employee. Illinois Educator Identification Number (IEIN) required.

*(Effective July 1, 2013:* deficiency letters and licenses will no longer be printed and mailed. You will be notified of any update to your file electronically to your current email address. Please review and update your current email address by accessing your ELIS Account.)

# Setting up ELIS Accounts

## ELIS Log In Page

Already have an account? Login Here:

Login Name

Password

☐ Remember Login Name

LOG IN

### Forgot Your Password?

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

[CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM](#)

ELIS (Educator Licensure Information System) is now replacing ECS (Educator Certification System).

You will be directed to create an IWAS for Educators account to instantly access ELIS and view your credentials. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information.

### Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)


This web site has been optimized for Internet Explorer 9.0 or above / Firefox 18.0 or above. You can download the latest version of these browsers by clicking on the following icons.





# Setting up ELIS Accounts

## ELIS for Educators Account Sign Up


Required

First Name  


Last Name  



Date of Birth   mm/dd/yyyy



**Enter either SSN or IEIN**



Social Security Number  No hyphens 



**OR**



IEIN  



Login Name   


Password   


Confirm Password   

Email Address   

Secret Question   

Answer   

Broadcast Email  

Email Type  

Continue >>

Cancel

## Account Sign Up Confirmation

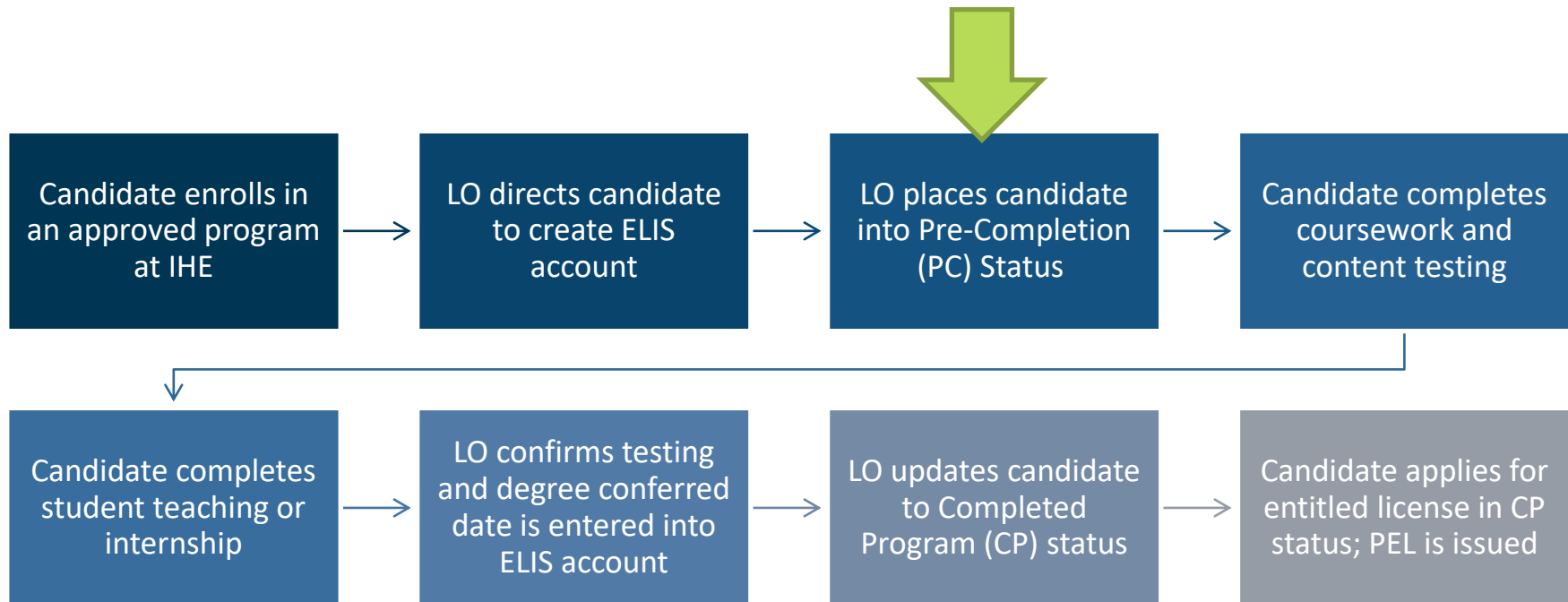
**First Name** Fredrick  
**Last Name** Frugelbiner  
**Date of Birth** 10/20/1985  
**SSN** 987654321  
**IEIN**  
**Login Name** ffrugel99  
**Email Address** jseiler@isbe.net  
**Secret Question** What is your favorite pizza topping?  
**Answer** Pepperoni

Submit

Edit



# Entitlement Process



# Pre-Completion Status

## LO places candidate into Pre-Completion (PC) Status

- Per **25.170**, EPPs must enter candidates for licensure into Pre-Completion (PC) status in ELIS within 60 days of enrollment. Candidates shall be placed in a pre-completion status until recommended for licensure. "Enrollment" means:
  - A declaration by a student who has accumulated at least 60 semester hours (or equivalent) of coursework with an intent to graduate with an undergraduate major or minor leading to educator licensure; OR
  - A graduate or post-baccalaureate registration as a candidate in a licensure program
- Entering candidates into Pre-Completion status prohibits candidates from applying for licensure prior to completing the entitlement process.
- Pre-Completion is required for all Initial PEL and Full Program candidates
- Alternative ELS- APE do not need to be entered in Pre completion, but the PEL should be entered.

Licenses

| ge    | Edit | App ID  | License ID | License | Status Code | Status Desc               | Source | Entitlement         | Application Date | Orig Issued | Issued | Expires | R |
|-------|------|---------|------------|---------|-------------|---------------------------|--------|---------------------|------------------|-------------|--------|---------|---|
| Image | Edit | 2275306 | 2332630    | PEL     | PC          | Pre-Completion of Program | UNIV   | IL-NPC (10/06/2015) |                  |             |        |         |   |

Illinois Approved Program / Endorsements For Selected License

| App ID    | Endorsement | Description      | Grade                                | Status Description        | Issued | Updated             | Major? | Illinois Approved Program? |
|-----------|-------------|------------------|--------------------------------------|---------------------------|--------|---------------------|--------|----------------------------|
| t 2567718 | HEED        | Health Education | Senior HS - Grade 9 through Grade 12 | Pre-Completion of Program |        | twreed - 03/06/2018 | No     | No                         |

Click Here to Add an Endorsement

Approvals























| Manage | Edit | Approval Code | Approval | RCDT | Endorsement | Grade | Application Received |
|--------|------|---------------|----------|------|-------------|-------|----------------------|
|--------|------|---------------|----------|------|-------------|-------|----------------------|

# Entering Candidates into PC

Guidance for the Pre-Completion process can be found by going to our [Licensure Officers](#) page

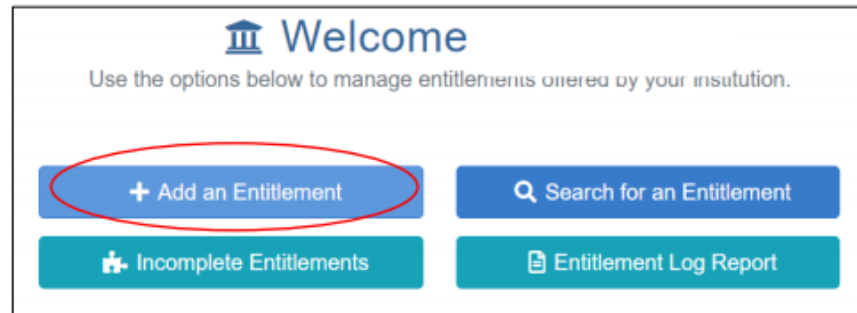
## LICENSURE OFFICERS

### Materials and Resources

|                 |  |
|-----------------|--|
| IWAS/ELIS       | <ul style="list-style-type: none"><li>• IWAS Access Guidance  (Updated August 2019)</li><li>• How to Create an ELIS Account </li></ul>   |
| Entitlement     | <ul style="list-style-type: none"><li>• Entitlement for Licensure Officers:<ul style="list-style-type: none"><li>◦ <a href="#">How to Add an Entitlement (Pre- Completion)</a> </li><li>◦ How to Complete an Entitlement (Completed Program) </li><li>◦ How to Use Search for Entitlement and Entitlement Log Reports </li><li>◦ <a href="#">ELIS for Administrators Entitlement Guide</a> </li><li>◦ Provisional In State Educator (PIDU)</li></ul></li><li>• Entitlement for Candidates:<ul style="list-style-type: none"><li>◦ How to Apply for and Register an Entitled PEL </li><li>◦ How to Apply For Entitlement </li></ul></li></ul> |
| Notices         | <ul style="list-style-type: none"><li>• ESL/BIL/GIF Grade Range Change </li><li>• Important Notice to Grade Range change </li><li>• Initial Teaching Evaluation Academy </li><li>• Content Test Development </li></ul>   |
| Forms           | <ul style="list-style-type: none"><li>• Form 80-09: Illinois Institution of Higher Education Approved Program Verification </li><li>• Educator Licensure Forms </li></ul>  |
| Presentations   | <ul style="list-style-type: none"><li>• Higher Education Forum Presentation </li><li>• IACTE: Spring 2019 Presentation </li><li>• IACTE: Spring 2019 Meeting/Background Check FAQ </li></ul>   |
| Annual Training | <ul style="list-style-type: none"><li>• FALL 2019 REGIONAL TRAININGS<ul style="list-style-type: none"><li>◦ Training Presentation </li><li>◦ FAQ </li></ul></li></ul>  |
| Rule Updates    | <ul style="list-style-type: none"><li>• Part 25: December 5, 2019<ul style="list-style-type: none"><li>◦ Part 25 Rule Change Impact </li><li>◦ Part 25 Presentation </li><li>◦ Part 25 Changes FAQ </li></ul></li></ul>   |

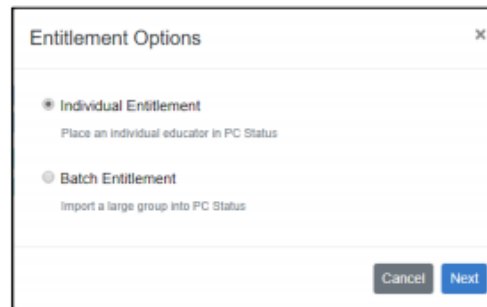
# Entering Candidates into PC

1. Start by selecting the Add an Entitlement button



The screenshot shows a 'Welcome' interface with the text 'Use the options below to manage entitlements offered by your institution.' Below this text are four buttons: '+ Add an Entitlement' (blue), 'Search for an Entitlement' (blue), 'Incomplete Entitlements' (teal), and 'Entitlement Log Report' (teal). The '+ Add an Entitlement' button is circled in red.

2. Choose either Individual Entitlement or Batch Entitlement



The screenshot shows a dialog box titled 'Entitlement Options' with a close button (X) in the top right corner. It contains two radio button options: 'Individual Entitlement' (selected) with the description 'Place an individual educator in PC Status', and 'Batch Entitlement' with the description 'Import a large group into PC Status'. At the bottom right are 'Cancel' and 'Next' buttons.

**Individual Entitlement:** choose this option when entering an entitlement for one candidate at a time.

**Batch Entitlement:** choose this option to entitle 2 or more candidates at one time.

# Entering an individual candidate into PC

2. Enter either the IEIN of the individual or the SSN and Last Name, select Search.

Place an individual educator in PC status

Search Find a candidate Add Entitlement Add one or more entitlements Confirm Verify entitlements for candidate

⚠ This wizard should be used for initial PEL entitlement only. All subsequent endorsements should be entered through the educator's credential screen. Contact your preparation liaison for assistance.

Please enter the IEIN, or the SSN and last name of the candidate. The candidate must already be in the licensure database to enter the entitlement.

IEIN

OR

SSN  Last Name

Search

3. The search will populate the individual name. If this is the correct individual, select Next.

Place an individual educator in PC status [Blank 05, Test ]

Search Find a candidate Add Entitlement Add one or more entitlements Confirm Verify entitlements for candidate

⚠ This wizard should be used for initial PEL entitlement only. All subsequent endorsements should be entered through the educator's credential screen. Contact your preparation liaison for assistance.

Please enter the IEIN, or the SSN and last name of the candidate. The candidate must already be in the licensure database to enter the entitlement.

IEIN

OR

SSN  Last Name

Search

Found: Blank 05, Test

Previous Next

If the individual is not found, an error box will appear, re-enter the correct information and select Next.

Place an individual educator in PC status

Search Find a candidate Add Entitlement Add one or more entitlements Confirm Verify entitlements for candidate

⚠ This wizard should be used for initial PEL entitlement only. All subsequent endorsements should be entered through the educator's credential screen. Contact your preparation liaison for assistance.

Please enter the IEIN, or the SSN and last name of the candidate. The candidate must already be in the licensure database to enter the entitlement.

IEIN

OR

SSN  Last Name

Search

The candidate was not found.

# Entering an individual candidate into PC

4. Add License, Endorsement and Grade Range from the drop-down menus, select Add Entitlement

Place an individual educator in PC status [Blank 05, Test ]

Search Find a candidate | **Add Entitlement Add one or more entitlements** | Confirm Verify entitlements for candidate

License PEL - Professional Educator License

Endorsement Elementary Education (Self Contained General Education) - SC

Grade Range Grade 1 through Grade 6

Approval

**Add Entitlement**

Previous Next

**Helpful Hint:** All grade range options within ELIS will be available, choose the applicable grade range for the selected endorsement.

5. Confirm the endorsement is correct. If it is incorrect, click on the "x" to remove and enter it again.

Place an individual educator in PC status [Blank 05, Test ]

Search Find a candidate | **Add Entitlement Add one or more entitlements** | Confirm Verify entitlements for candidate

License PEL - Professional Educator License

Endorsement Elementary Education (Self Contained General Education) - SC

Grade Range Grade 1 through Grade 6

Approval

**Add Entitlement**

Previous Next

# Entering an individual candidate into PC

## 6. To enter additional endorsement(s) for the same individual

- Change the endorsement and grade range to reflect the additional endorsement
- Select Add Entitlement
- This endorsement will stack on the first endorsement entered.

**Example:** The educator is being entitled for both an Elementary Education 1-6 PEL and an ESL PK-12 endorsement.

## 7. Once the PEL and all endorsements are listed, select Next

## 8. Confirm the entitlements for the individual, select Finish

## 9. The status of the added entitlement populates into a chart.

Entitlement Results for - Blank 05, Test

| Status     | Entitlement    | Message |
|------------|----------------|---------|
| Successful | PEL - ESL - T  |         |
| Successful | PEL - SCGE - V |         |

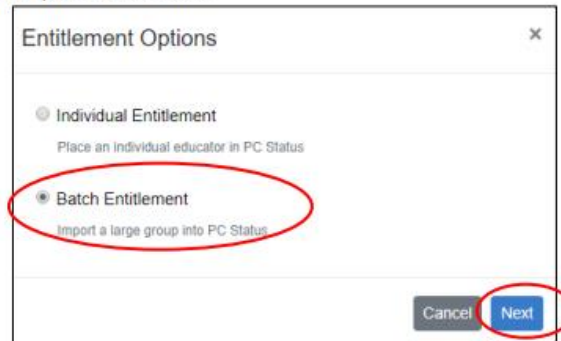
[a](#) [b](#) [c](#)  
[Finish](#) [Export CSV](#) [Add Another Entitlement](#)

- Finish:** Choose this option to go back to the home screen
- Export CSV:** Choose this option to export the individual entitlements into a spreadsheet
- Add Another Entitlement:** Choose this option to start a new entitlement.

# Entering a batch of candidates into PC

## Batch Entitlement

### 1. Select Batch Entitlement option, Select Next



Entitlement Options

☐ Individual Entitlement  
Place an individual educator in PC Status

☒ Batch Entitlement  
Import a large group into PC Status

Cancel Next

#### Helpful Hint:

- Use this option to entitle multiple students at one time
- More than one program and grade range can be included within the template
- Refer to the Appendix for License, Grade Range, and Endorsement code options

### 2. Download the template, enter data, and save it on your computer.



Batch Entitlement Import

⚠ The imported file must be in the format defined by this template. Grade range codes can be found here.

Choose file Browse

Cancel Import File

#### Helpful Hint:

- Template will download with pre-populated examples, don't forget to delete the examples
- Save file on your network or desktop for easy access.
- Only codes listed in the appendix will be accepted



# Entering a batch of candidates into PC

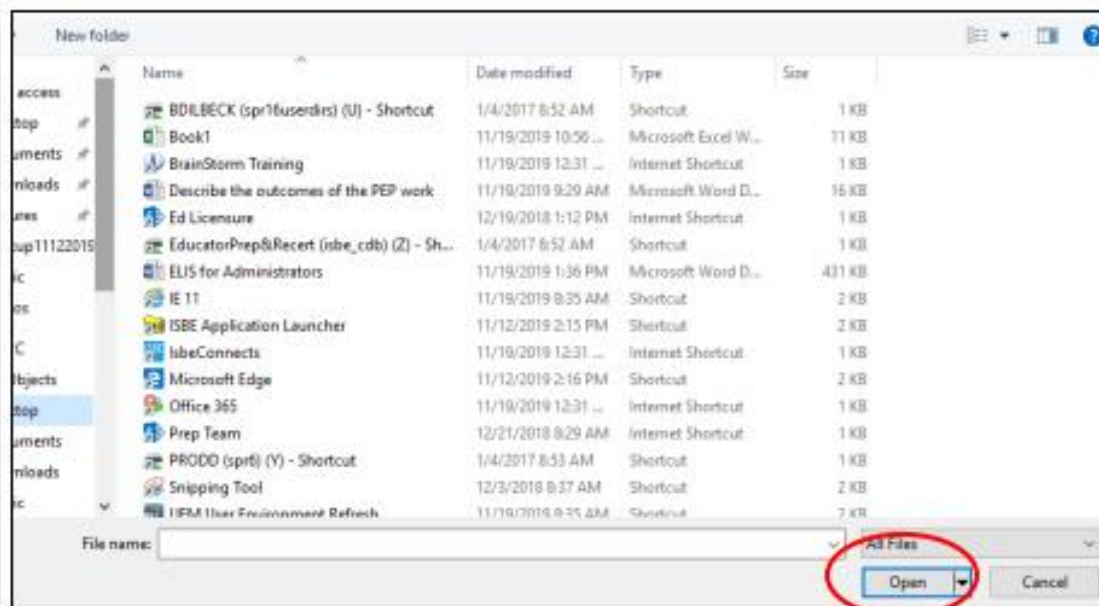
3. Upload saved template by selecting Browse, choose file and click Open.

Batch Entitlement Import

⚠ The imported file must be in the format defined by [this template](#). Grade range codes can be found [here](#).

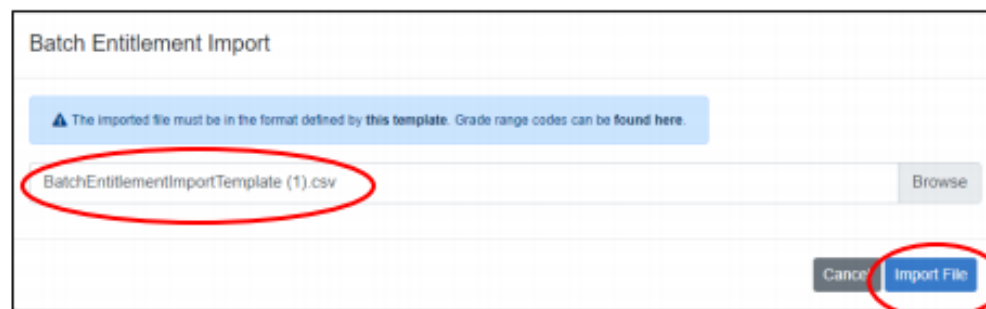
Choose file Browse

Cancel Import File



# Entering a batch of candidates into PC

## 4. Select Import File



Batch Entitlement Import

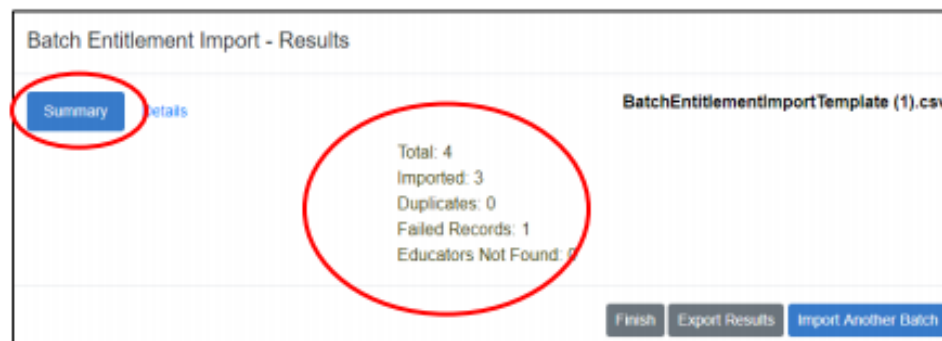
⚠ The imported file must be in the format defined by this template. Grade range codes can be found [here](#).

BatchEntitlementImportTemplate (1).csv Browse

Cancel Import File

5. Import Results will appear with a **summary** of Total entered, Number Imported, Number of Duplicates, Number of Failed Records, and Number of Educators Not Found.

**Example:** 4 entitlements were listed on the template, 3 of the 4 were imported successfully, and 1 failed to import



Batch Entitlement Import - Results

Summary Details BatchEntitlementImportTemplate (1).csv

Total: 4  
Imported: 3  
Duplicates: 0  
Failed Records: 1  
Educators Not Found: 0

Finish Export Results Import Another Batch

To view the **details** of the imported file, select Details.

# Entering a batch of candidates into PC

Batch Entitlement Import - Results

Summary **Details** BatchEntitlementImportTemplate (1).csv

| Status     | IEIN | Entitlement     | Message                         | Action                  |
|------------|------|-----------------|---------------------------------|-------------------------|
| Successful |      | PEL - AGED - M  |                                 | No action needed        |
| Successful |      | APE - ART - L   |                                 | No action needed        |
| Successful |      | PIDU - SCGE - 3 |                                 | No action needed        |
| Error      |      | PEL - BRI - 76  | Could not find Grade Range '76' | <a href="#">Entitle</a> |

**a** **b** **c**

Finish Export Results Import Another Batch

- a. Finish:** Choose this option to go back to the home screen
- b. Export Results:** Choose this option to export the batch entitlements into a spreadsheet
- c. Import Another Batch:** Choose this option to import an additional template.

**Example:** The grade range provided is invalid. To correct the entitlement, select Entitle to entitle the individual correctly. This will take you to the individual upload screen.

Batch Entitlement Import - Results

Summary **Details** BatchEntitlementImportTemplate (1).csv

| Status     | IEIN | Entitlement     | Message                         | Action                  |
|------------|------|-----------------|---------------------------------|-------------------------|
| Successful |      | PEL - AGED - M  |                                 | No action needed        |
| Successful |      | APE - ART - L   |                                 | No action needed        |
| Successful |      | PIDU - SCGE - 3 |                                 | No action needed        |
| Error      |      | PEL - BRI - 76  | Could not find Grade Range '76' | <a href="#">Entitle</a> |

Finish Export Results Import Another Batch

**Helpful Hint:** If there are multiple errors, export the results into an excel file, make corrections and then import again.

# Entering candidates into PC



## Illinois State Board of Education

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

## Educator Licensure Information System

Welcome, ISU Test - Sign Out

[Home](#) [Entitlements](#) [Search](#) [Educator](#) [Help](#)

Recent Educators:

### Credentials

[Home](#)

#### Primary Information

Full Name: Test Case  
IEIN: 828918  
SSN: \*\*\*-\*\*-9991  
DOB: 9/1/1964  
Gender: Female

#### Contact Information

Address: 123 Any St  
City, State Zip: Any City, IL 62222  
Email: [tcase@isbe.net](mailto:tcase@isbe.net)  
Primary Phone: (217) 782-4313  
Secondary Phone:

#### Profile

Flag: ☐  
PD Status: Active  
Deceased: No

[Add Communication Record](#)

[Show All](#)

### Licenses

| Select                 | License ID | License                       | Status Code | Status Desc    | Source | Entitlement | Application Date | Orig Issued | Issued     | Expires    | Renews     | ROE | Registered Thru | Reg. Fees Due | Updated                    | Delete                 |
|------------------------|------------|-------------------------------|-------------|----------------|--------|-------------|------------------|-------------|------------|------------|------------|-----|-----------------|---------------|----------------------------|------------------------|
| <a href="#">Select</a> | 550022     | Professional Educator License | PR          | Pending Review | ISBE   |             |                  | 04/05/2003  | 07/01/2013 | 06/30/2014 | 07/01/2014 | 05  | 2014            | \$0.00        | beckershannon - 08/10/2017 | <a href="#">Delete</a> |

### Illinois Approved Program / Endorsements For Selected License

| Edit | Endorsement | Description        | Grade                                | Status Description        | Issued | Major? | Illinois Approved Program? | Approved Program Grade | Endorsement? | Source | Entitlement         | Application Date | Delete                 |
|------|-------------|--------------------|--------------------------------------|---------------------------|--------|--------|----------------------------|------------------------|--------------|--------|---------------------|------------------|------------------------|
| Edit | SCIC        | Science-Chemistry  | Senior HS - Grade 9 through Grade 12 | Pending Review            |        | Yes    | Yes                        | 6-12                   | Yes          | ISBE   |                     | 08/10/2017       | <a href="#">Delete</a> |
| Edit | SCIB        | Science-Biology    | Senior HS - Grade 9 through Grade 12 | Pre-Completion of Program |        | Yes    | Yes                        | 6-12                   | Yes          | ISBE   | IL-ISU (09/25/2017) |                  | <a href="#">Delete</a> |
| Edit | BISC        | Biological Science | Grade 6 through Grade 8              | Pre-Completion of Program |        | No     | No                         |                        | Yes          | ISBE   | IL-ISU (09/25/2017) |                  | <a href="#">Delete</a> |
| Edit | PHSC        | Physical Science   | Grade 6 through Grade 8              | Pre-Completion of Program |        | No     | No                         |                        | Yes          | ISBE   | IL-ISU (09/25/2017) |                  | <a href="#">Delete</a> |
| Edit | SOSC        | Social Science     | Grade 6 through Grade 8              | Pre-Completion of Program |        | No     | No                         |                        | Yes          | ISBE   | IL-ISU (09/25/2017) |                  | <a href="#">Delete</a> |

[Click Here to Add an Endorsement](#)

### Approvals

| Approval Code | Approval | RCDT | Endorsement | Grade | Application Received | Status | Approval Granted Date | End Date |
|---------------|----------|------|-------------|-------|----------------------|--------|-----------------------|----------|
|---------------|----------|------|-------------|-------|----------------------|--------|-----------------------|----------|

[Click Here to Add an Approval](#)



# Editing endorsements

Endorsements in PC status can be edited, by selecting "edit".

The screenshot displays the Illinois State Board of Education's Educator Licensure Information System. The header includes the ISBE logo, the board's name, and the current user's name (Tony Smith, Ph.D., State Superintendent of Education). The main navigation bar contains links for Home, Entitlements, Search, Educator, and Help. The 'Recent Educators' dropdown is set to 'Home'.

The 'Credentials' section is active, showing three tabs: Primary Information, Contact Information, and Profile. The Primary Information tab is selected, displaying the following details:

- Full Name: Test Case
- IEIN: 828918
- SSN: \*\*\*-\*\*-9991
- DOB: 9/1/1964
- Gender: Female

The Contact Information tab shows:

- Address: 123 Any St
- City, State Zip: Any City, IL 62222
- Email: tcase@isbe.net
- Primary Phone: (217) 782-4313
- Secondary Phone:

The Profile tab shows:

- Flag: ☐
- PD Status: Active
- Deceased: No

Below the tabs is the 'Add Communication Record' link. The 'Show All' link is also present.

The 'Licenses' section displays a table of licenses. The first license is a Professional Educator License (IEIN: 550022) with a status of 'Pending Review'.

| Select | License ID | License                       | Status Code | Status Desc    | Source | Entitlement | Application Date | Orig Issued | Issued     | Expires    | Renews     | ROE | Registered Thru | Reg. Fees Due | Updated                    | Delete |
|--------|------------|-------------------------------|-------------|----------------|--------|-------------|------------------|-------------|------------|------------|------------|-----|-----------------|---------------|----------------------------|--------|
| Select | 550022     | Professional Educator License | PR          | Pending Review | ISBE   |             |                  | 04/05/2003  | 07/01/2013 | 06/30/2014 | 07/01/2014 | 05  | 2014            | \$0.00        | beckershannon - 08/10/2017 | Delete |

Below the licenses table is the 'Illinois Approved Program / Endorsements For Selected License' section. It displays a table of endorsements for the selected license.

| Edit | Endorsement | Description        | Grade                                | Status Description        | Issued | Major? | Illinois Approved Program? | Approved Program Grade | Endorsement? | Source | Entitlement         | Application Date | Delete |
|------|-------------|--------------------|--------------------------------------|---------------------------|--------|--------|----------------------------|------------------------|--------------|--------|---------------------|------------------|--------|
| Edit | SCIC        | Science-Chemistry  | Senior HS - Grade 9 through Grade 12 | Pending Review            |        | Yes    | Yes                        | 6-12                   | Yes          | ISBE   |                     | 08/10/2017       | Delete |
| Edit | SCIB        | Science-Biology    | Senior HS - Grade 9 through Grade 12 | Pre-Completion of Program |        | Yes    | Yes                        | 6-12                   | Yes          | ISBE   | IL-ISU (09/25/2017) |                  | Delete |
| Edit | BISC        | Biological Science | Grade 6 through Grade 8              | Pre-Completion of Program |        | No     | No                         |                        | Yes          | ISBE   | IL-ISU (09/25/2017) |                  | Delete |
| Edit | PHSC        | Physical Science   | Grade 6 through Grade 8              | Pre-Completion of Program |        | No     | No                         |                        | Yes          | ISBE   | IL-ISU (09/25/2017) |                  | Delete |
| Edit | SOSC        | Social Science     | Grade 6 through Grade 8              | Pre-Completion of Program |        | No     | No                         |                        | Yes          | ISBE   | IL-ISU (09/25/2017) |                  | Delete |

Below the endorsements table is the 'Click Here to Add an Endorsement' link. The 'Approvals' section displays a table of approvals.

| Approval Code | Approval | RCDT | Endorsement | Grade | Application Received | Status | Approval Granted Date | End Date |
|---------------|----------|------|-------------|-------|----------------------|--------|-----------------------|----------|
|---------------|----------|------|-------------|-------|----------------------|--------|-----------------------|----------|

Below the approvals table is the 'Click Here to Add an Approval' link.

# Editing endorsements

Endorsements in PC status can be edited, by selecting "edit".

The screenshot displays the Illinois State Board of Education's Educator Licensure Information System. The interface includes a header with the ISBE logo and navigation links. The main content area shows the 'Credentials' section for a user named Test Case. Below this, there are three tabs: Primary Information, Contact Information, and Profile. The 'Licenses' section is active, showing a table of licenses. The first license is a Professional Educator License (ID: 550022) in a Pending Review status. Below the licenses, there is a section for 'Illinois Approved Program / Endorsements For Selected License'. This section contains a table with five rows of endorsements. The first two rows are for Science-Chemistry and Science-Biology, both in a Pending Review status. The last three rows are for Biological Science, Physical Science, and Social Science, all in a Pre-Completion of Program status. An orange arrow points to the 'Edit' button in the first row of the endorsements table. At the bottom of the page, there is a section for 'Approvals' and a link to 'Click Here to Add an Approval'.

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

**Educator Licensure Information System**  
Welcome, ISU Test - Sign Out

Home Entitlements Search Educator Help

Recent Educators: [Dropdown]

**Credentials**

**Primary Information**  
Full Name: Test Case  
IEIN: 828918  
SSN: \*\*\*-\*\*-9991  
DOB: 9/1/1964  
Gender: Female

**Contact Information**  
Address: 123 Any St  
City, State Zip: Any City, IL 62222  
Email: tcase@isbe.net  
Primary Phone: (217) 782-4313  
Secondary Phone:

**Profile**  
Flag: ☐  
PD Status: Active  
Deceased: No

**Add Communication Record**

**Show All**

**Licenses**

| Select | License ID | License                       | Status Code | Status Desc    | Source | Entitlement | Application Date | Orig Issued | Issued     | Expires    | Renews     | ROE | Registered Thru | Reg. Fees Due | Updated                    | Delete |
|--------|------------|-------------------------------|-------------|----------------|--------|-------------|------------------|-------------|------------|------------|------------|-----|-----------------|---------------|----------------------------|--------|
| Select | 550022     | Professional Educator License | PR          | Pending Review | ISBE   |             |                  | 04/05/2003  | 07/01/2013 | 06/30/2014 | 07/01/2014 | 05  | 2014            | \$0.00        | beckershannon - 08/10/2017 | Delete |

**Illinois Approved Program / Endorsements For Selected License**

| Edit | Endorsement | Description        | Grade                                | Status Description        | Issued | Major? | Illinois Approved Program? | Approved Program Grade | Endorsement? | Source | Entitlement         | Application Date | Delete |
|------|-------------|--------------------|--------------------------------------|---------------------------|--------|--------|----------------------------|------------------------|--------------|--------|---------------------|------------------|--------|
| Edit | SCIC        | Science-Chemistry  | Senior HS - Grade 9 through Grade 12 | Pending Review            |        | Yes    | Yes                        | 6-12                   | Yes          | ISBE   |                     | 08/10/2017       | Delete |
| Edit | SCIB        | Science-Biology    | Senior HS - Grade 9 through Grade 12 | Pre-Completion of Program |        | Yes    | Yes                        | 6-12                   | Yes          | ISBE   | IL-ISU (09/25/2017) |                  | Delete |
| Edit | BISC        | Biological Science | Grade 6 through Grade 8              | Pre-Completion of Program |        | No     | No                         |                        | Yes          | ISBE   | IL-ISU (09/25/2017) |                  | Delete |
| Edit | PHSC        | Physical Science   | Grade 6 through Grade 8              | Pre-Completion of Program |        | No     | No                         |                        | Yes          | ISBE   | IL-ISU (09/25/2017) |                  | Delete |
| Edit | SOSC        | Social Science     | Grade 6 through Grade 8              | Pre-Completion of Program |        | No     | No                         |                        | Yes          | ISBE   | IL-ISU (09/25/2017) |                  | Delete |

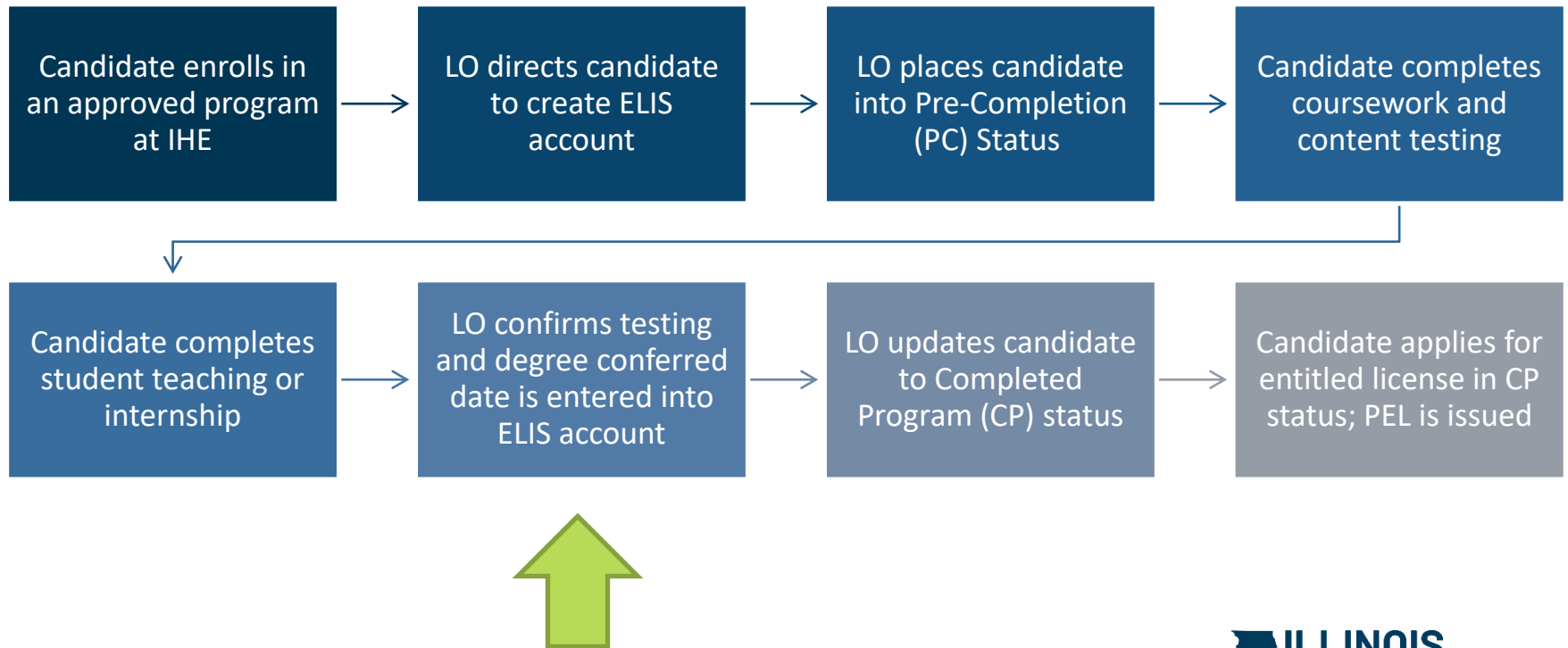
[Click Here to Add an Endorsement](#)

**Approvals**

| Approval Code | Approval | RCDT | Endorsement | Grade | Application Received | Status | Approval Granted Date | End Date |
|---------------|----------|------|-------------|-------|----------------------|--------|-----------------------|----------|
|---------------|----------|------|-------------|-------|----------------------|--------|-----------------------|----------|

[Click Here to Add an Approval](#)

# Entitlement Process



# Testing

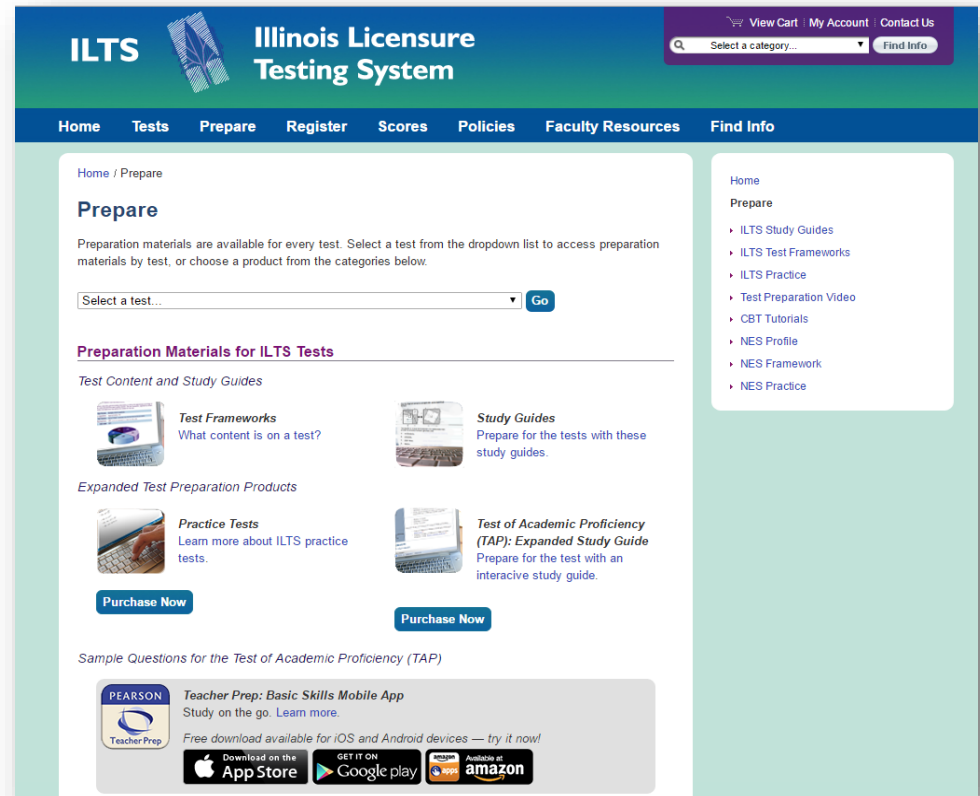
## Content Tests

- For initial PEL programs, content tests must be completed prior to entitlement.
- Content tests must be passed prior to licensure for School Support and Administrative candidates.



# Preparing for ILTS Assessments

- Pearson has devoted a page to test preparation. Educators can access this page at the following link:  
[https://www.il.nesinc.com/PageView.aspx?f=GEN\\_PreparationMaterials.html](https://www.il.nesinc.com/PageView.aspx?f=GEN_PreparationMaterials.html)
- Includes:
  - Test frameworks
  - Practice tests
  - Study guides

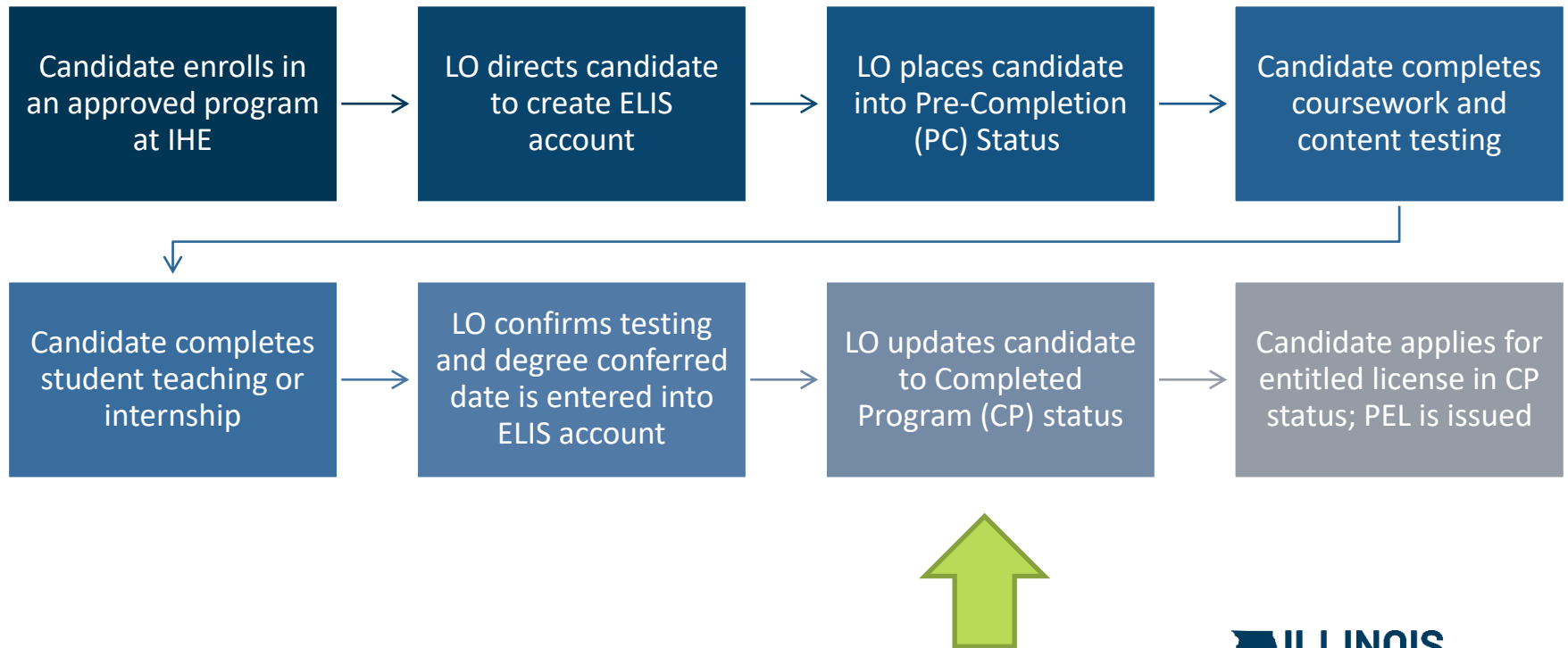


# Official Scores

- Examinees receive “unofficial” results at the end of the test session.
- Official Scores\* are sent electronically from Pearson to ISBE and uploaded into ELIS every two weeks.
- If a score appears to be missing, contact your Prep Liaison with candidate name, IEIN, test date and unofficial test scores (if available).
  - **Reminder:** Names must match exactly!
- An educator cannot be placed into Completed Program status until passing scores of all tests are reflected *in their ELIS account*.
  - Scores\* are posted in the examinee’s “My Account” under “Testing.”

\*P, F, or I—Pass, Fail, or Incomplete

# Entitlement Process



# Entitlement Requirements for Completed Program Status in ELIS

LO updates  
candidate to  
Completed  
Program (CP)  
status

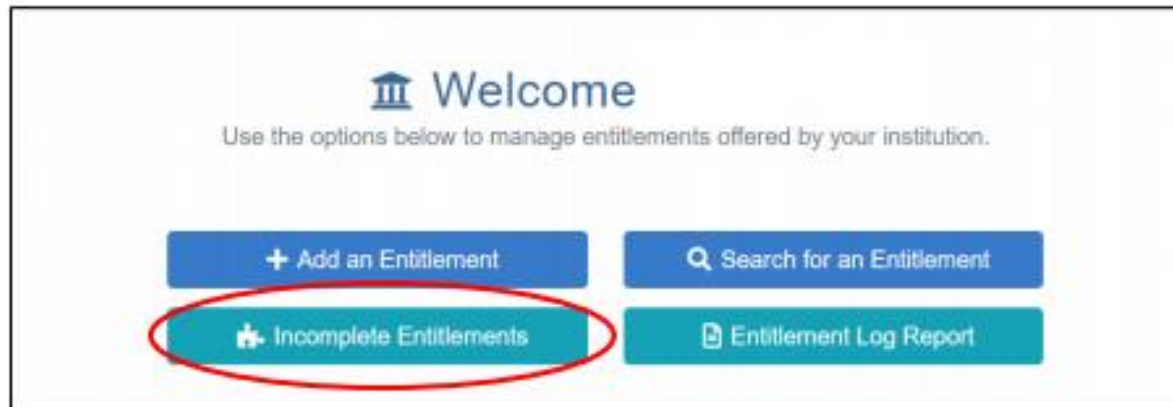
Before moving candidates to Completed Program, please verify the following:

- Bachelor's degree w/ conferred date, or Master's degree (if applicable)
- Completed approved preparation program PEL coursework
- Student Teaching/Internship Completed
- Passing content test score (in ELIS)
- Grade "C-" or above on all coursework
- Met all other criteria established by 23 Administrative Code
  - Licensure Officers are responsible for knowing the requirements, including the correct grade range, for each endorsement added via entitlement.

# Incomplete Entitlements

## Incomplete Entitlements

To view entitlements in Pre-Completion (PC) status, Not Eligible for completed program status, and entitlements in completed program (CP) status



# Incomplete Entitlements

## Incomplete Entitlement Key

The screenshot shows the 'Incomplete Entitlements' web application. At the top, there are tabs for 'Eligible', 'Not Eligible', and 'Completed'. Below these are search filters for Educator First Name, Last Name, IEIN, Entered by, Updated by, License, and Endorsement. A 'Search' button and a 'Clear' button are present. Below the filters is a table with columns: First Name, Last Name, IEIN, Status, Entered By, Updated By, License, Endorsement, Content Test, EdTPA, Status Change, and Degree. The table contains four rows of data. Numbered callouts (1-18) point to various elements: 1 points to the title, 2 to the First Name filter, 3 to the Last Name filter, 4 to the IEIN filter, 5 to the Entered by filter, 6 to the Updated by filter, 7 to the License filter, 8 to the Endorsement filter, 9 to the Search button, 10 to the Clear button, 11 to the 'Move to Completed' button, 12 to the 'Export' button, 13 to the 'Refresh' button, 14 to the Status column, 15 to the Content Test column, 16 to the EdTPA column, 17 to the Status Change column, and 18 to the Degree column.

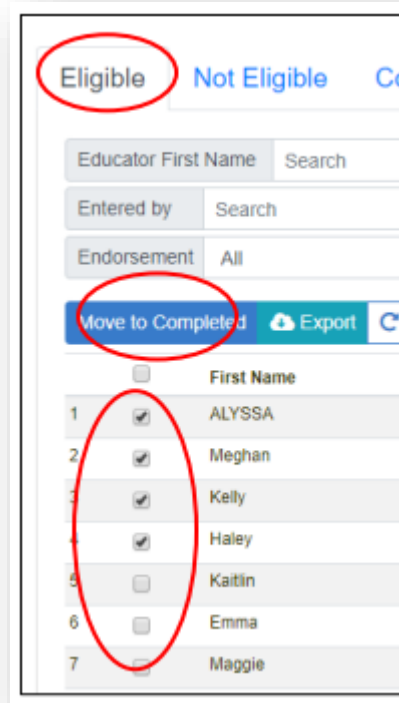
1. **Eligible/Not Eligible/Completed:** Individuals in PC status that are eligible for entitlement, not eligible, or completed.
  - a. Eligible: Individual is in PC status and all testing is posted
  - b. Not Eligible: Individual is in PC status and test requirement(s) missing
  - c. Completed: Individual is in CP status, but has not yet applied for Entitlement
    - i. CP status expires after 1 year
2. **Educator First Name:** Filter eligible individuals by first name
3. **Educator Last Name:** Filter eligible individuals by last name
4. **Educator IEIN:** Filter eligible individuals by IEIN
5. **Entered by:** Filter eligible individuals by name of IHE representative who entered the initial pre-completion
6. **Updated by:** Filter eligible individuals by name of IHE representative who last updated the individual file
7. **License:** Filter by License type (PEL, APE, PIDU)
8. **Endorsement:** Filter by Endorsement
9. **Search:** Search results based on the filters entered/selected

10. **Clear:** Clear the search/filter to start a new search
11. **Move to Completed:** Move selected individuals to completed program status
12. **Export:** Export eligible individuals into an excel sheet
13. **Refresh:** Refresh screen to update
14. **Status:** Entitlement status of individual record
15. **Content Test:** Date the applicable content test results posted in ELIS
16. **EdTPA:** Date the applicable edTPA results posted in ELIS
17. **Status Change:** Date the entitlement status changed
18. **Degree:** Highest degree listed in ELIS account

# Incomplete Entitlements

How to move from Pre-Completion (PC) to Completed Program (CP)

1. Start by clicking on the Eligible tab
2. Check the box next to the First Name(s) of the individual(s) that have completed a program
3. Once selected, click Move to Completed



The screenshot shows a web interface for the Illinois State Board of Education. At the top, there are three tabs: 'Eligible' (highlighted with a red circle), 'Not Eligible', and 'Completed'. Below the tabs are search filters for 'Educator First Name', 'Entered by', and 'Endorsement'. A row of action buttons includes 'Move to Completed' (highlighted with a red circle), 'Export', and a refresh icon. Below this is a table with a column for checkboxes and a column for 'First Name'. The first four rows have their checkboxes checked (highlighted with a red circle), corresponding to the names ALYSSA, Meghan, Kelly, and Haley. The remaining three rows (Kaitlin, Emma, and Maggie) have their checkboxes unchecked.

|   |                                     | First Name |
|---|-------------------------------------|------------|
| 1 | <input checked="" type="checkbox"/> | ALYSSA     |
| 2 | <input checked="" type="checkbox"/> | Meghan     |
| 3 | <input checked="" type="checkbox"/> | Kelly      |
| 4 | <input checked="" type="checkbox"/> | Haley      |
| 5 | <input type="checkbox"/>            | Kaitlin    |
| 6 | <input type="checkbox"/>            | Emma       |
| 7 | <input type="checkbox"/>            | Maggie     |

# Incomplete Entitlements

4. Enter the Degree information in the pop-up screen, select Next

Move selected entitlements to a completed a status

**Degree**  
Optionally add a degree

Confirmation  
Review and commit changes

Degree Code Bachelors

Major 1 Elementary Education

Major 2 None

Major 3 None

Degree Date 11/18/2019

Previous **Next**

**Helpful Hint:** Select all individuals that have the same degree code, major and degree date. During this process you will be unable to add different degrees at one time.

5. Confirm list of completed entitlement individuals
6. Click Finish



# Incomplete Entitlements

**Helpful Hint:** If an individual is listed on the confirmation page incorrectly, click the "x" to remove the record

Move selected entitlements to a completed status

Degree - Bachelors, Elementary Education, 2019-11-18

|        |              |   |
|--------|--------------|---|
| SCGE - | NDER, ALYSSA | x |
| SCGE - | Kelly        | x |
| SCGE - | , Haley      | x |
| SCGE - | Emma         | x |

Previous Finish

7. Verify the status of entitled individuals, select finish or export results.

Results

| Status     | IEIN | Entitlement | Message |
|------------|------|-------------|---------|
| Successful |      | SCGE        |         |
| Successful |      | SCGE        |         |
| Successful |      | SCGE        |         |

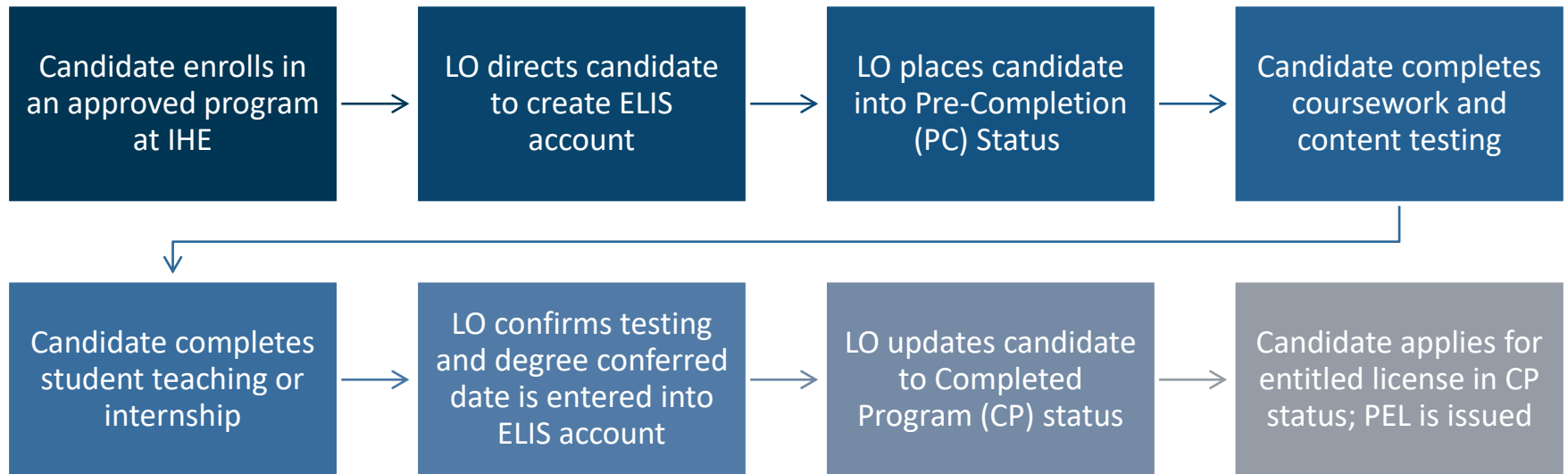
a b

Finish Export Results

**Helpful Hint:** Clicking on the IEIN of the individual will take you to the ELIS screen of the individual to verify the CP status.

- a. **Finish:** Choose this option to go back to the home screen
- b. **Export Results:** Choose this option to export the batch entitlements into a spreadsheet

# Entitlement Process



# Applying for Entitlement

- Once a license/endorsement has been placed in 'Completed Program.' a change in the home screen of the educator occurs.
- Candidates have 1 year from time of CP status to apply before the entitlement expires. If that happens, the LO can re-entitle them (provided they still meet *current* requirements for their particular program) OR the candidate can apply through ISBE for evaluation (though they would have to provide a copy of their transcripts and an 80-09 form from the college or university).

Attention: You hold a license that is not yet valid. Click [Registrations](#) in your action center to register your license.

|  |  |   |
|--|--|---|
| <b>Primary Information</b><br>Full Name: Teacher J. Bogus<br>IEIN: 970826<br>DOB: 10/31/1972<br>Gender: Female | <b>Contact Information</b><br>Address: 1234 Main Street<br>City, State Zip: Springfield, IL 62702<br>Email: <a href="mailto:efox@isbe.net">efox@isbe.net</a><br>Primary Phone: (217) 555-1212<br>Secondary Phone:<br><a href="#">Click Here to Edit Your Contact Information</a> | <b>Profile</b><br>PD Status: Active<br><a href="#">Click Here to Update</a> |
|--|--|---|

---

Important: Requirements for middle grade endorsements will change February 1, 2018. Visit <https://www.isbe.net/Documents/future-of-illinois-middle-grades.p>

It appears you have completed an Approved Illinois Educator Preparation Program. Click 'Apply Now' button below to apply for a license and/or endorsement(s).

|   |
|---|
| <b>License</b>  |
| Professional Educator License (PEL) <a href="#">Apply Now</a> |
| <b>Endorsements</b>   |
| Science-Earth and Space Science                               |

Educator now has ability to apply for the entitled license/endorsement

# Applying for Entitlement

## APPLICATION WIZARD



# Applying for Entitlement

Completer's  
Survey

[Click here to edit your contact information](#)

---

Candidate Entitlement Application

Before receiving your license, please take a short survey about your preparation program. Your feedback will help the Illinois State Board of Education continuously improve educator preparation across the state. The survey should take approximately 10 minutes.

[Click here to take the survey now!](#)

Next Cancel

Teacher  
program  
completers  
only!

Please select the category that best describes the teacher preparation that led to your first teaching license.

Alternative/lateral entry (serving as a classroom teacher while completing initial licensure/credential requirements)

Teach for America

Public College or University

Private College or University

Please select the category that best describes the teacher preparation that led to your first teaching license.

**For Best Results:** Use a desktop or laptop to complete the survey in Chrome or Safari.

**PRO TIP:** Close the pop-up window and return to previous window and hit "Next" button.

# Applying for Entitlement

## Background Questions

- Depending on answers to these questions, PEL may issue or go into pending review status
- If PEL goes into pending review, educator will be contacted by ISBE for next steps

# Subsequent Endorsements

- Once an educator holds a PEL, he/she can add additional/subsequent content area endorsements.
- IHEs can entitle for subsequent endorsements by verifying 18 hours of coursework (and any applicable distributions) + passing content test score
  - Candidates with a PEL in Science or Social Science area can add a subsequent endorsement in another Sci/SocSci area with 12 hours of credit in that content area
- IHEs can add subsequent endorsements for ANY endorsement that does not require a full program.
  - IHEs may also require a candidate to complete a full program in any other endorsement area they deem necessary.

# ISBE Process

Common examples of when educators are **not** entitled by an IL institution:

- Educator is seeking a subsequent endorsement and is short coursework hours
  - Out of State full program/endorsement completers
  - Completed an IL program and entitlement expired out after 1 year; program has been discontinued
  - Didn't complete all requirements of an IL program and now wants an IL license
- 
- NOTE: Illinois offers reciprocity to educators already validly licensed from out of state. Educators apply on their own for ISBE review and must provide a copy of their valid OOS license along with a transcript showing their degree. Once both of those pieces are received and evaluated, the educator will be granted an Illinois PEL in the subject areas and grade ranges closest to what appears on their OOS license.



# ISBE Process *(not able to entitle)*

Apply through ELIS for PEL/ endorsement

Educator sends transcript, 80-09, official test results

Educator waits “in-line” to be evaluated (weeks to months)

ISBE reviews all transcripts on file- verifies all requirements for application

PEL/Endorsement is either issued or marked deficient

# Acceptable Areas of Coursework

- When educators apply to ISBE for endorsements, their coursework is often evaluated according to our [Acceptable Areas of Coursework](#) document.
- This document lists common course titles and subject matters which are generally accepted toward specific endorsement areas.
- This may be a helpful tool for you if you are conducting transcript audits for transfer students and determining their need for a full or focused program.
- The document can be found in pdf form on ISBE's Subsequent Teaching Endorsements [page](#).

# Common Forms

- **80-09**: Used to confirm a candidate who applied via ISBE completed an approved IL program, but IHE can no longer entitle
- **80-02s**: Used to confirm a candidates who applied via ISBE completed an Out of State program
- **73-71**: Name or SSN change request; merge ELIS accounts
- **80-07**: Re-evaluation of coursework request
- **83-85**: Verification of Individualized Pathway

Forms can be uploaded directly into educators' Images section. Notify liaison when form is added.

# ILLINOIS ADMINISTRATIVE RULE & SCHOOL CODE

# Illinois Administrative Rule

- Part 25-Educator Licensure
  - Requirements for licensure
  - Requirements for endorsements
  - Illinois Licensure Testing System (ILTS)
  - Accreditation and approval of preparation programs
  - Clinical experiences
  - Alternative licensure

# Illinois Administrative Rule

- Part 20 (Standards for Endorsements in Elementary Education)
- Part 21 (Standards for Endorsements in the Middle Grades)
- Part 22 (Code of Ethics for Illinois Educators)
- Part 23 (Standards for School Support Personnel Endorsements)
- Part 24 (Standards for all Illinois Teachers)
- Part 26 (Standards for Endorsements in Early Childhood Education and Elementary Education)
- Part 27 (Standards for Endorsements in Specific Teaching Fields)
- Part 28 (Standards for Endorsements in Special Education)
- Part 29 (Standards for Administrative Endorsements)
- Part 30 (Programs for the Preparation of Principals in Illinois)

Find all rules in their entirety at this [link](#).

# Tips and Tricks



Becoming familiar with rule will be very helpful to you and your work as the LO



Use CTRL+F (Find) to look for specific words or phrases in rule when you don't know exactly in what section they might be



Keeping a short list of the sections you most commonly need may help you search more quickly as well (e.g. 25.620 regards student teaching)

# ENTITLEMENT AUDITS



# Entitlement Audits

- According to Section 21B-25 of the School Code, every IHE must be audited by the State Board at least once every five years.
- Audits verify that proper procedures were followed for candidates entitled by each institution in the previous 12 months.
- If your IHE is being audited, you will be notified, provide documentation back to ISBE, and comply with requests for further information as needed.
- More information can be found in section 25.127 of rule.

# ANNUAL PROGRAM REPORTING (APR)

# Annual Program Reporting



February 1- April 30 annual reporting window



Candidate and Institution data is reported for all approved programs (teaching, school support, and administrative)



IHE Contact Directory- IHE must update as needed



More information can be found [on the APR website](#)

# PROGRAMS

# Directory of Approved Programs

## DIRECTORY OF APPROVED PROGRAMS

Want to be a teacher, administrator or school support personnel in Illinois? Utilize the search bar to find the Illinois Institutions of Higher Education (IHE) that offer approved preparation programs by institution name, program name or location. Also, find approved programs using the filter function on the left side of the page. For questions about specific program requirements (i.e. coursework, student teaching placement, program completion timeline), please contact the IHE directly.

Search by Institution Name, Program Name, or Location

**FILTERS**

**PROGRAM TYPES**

- ☐ Administrative
- ☐ School Support Personnel
- ☐ Teaching

**PROGRAMS**

**DELIVERY MODE**

- ☐ Blended
- ☐ Online
- ☐ Traditional

**PROGRAM FORMAT**

- ☐ Alternative
- ☐ Traditional

**PROGRAM LEVEL**

- ☐ Endorsement
- ☐ Graduate
- ☐ Undergraduate

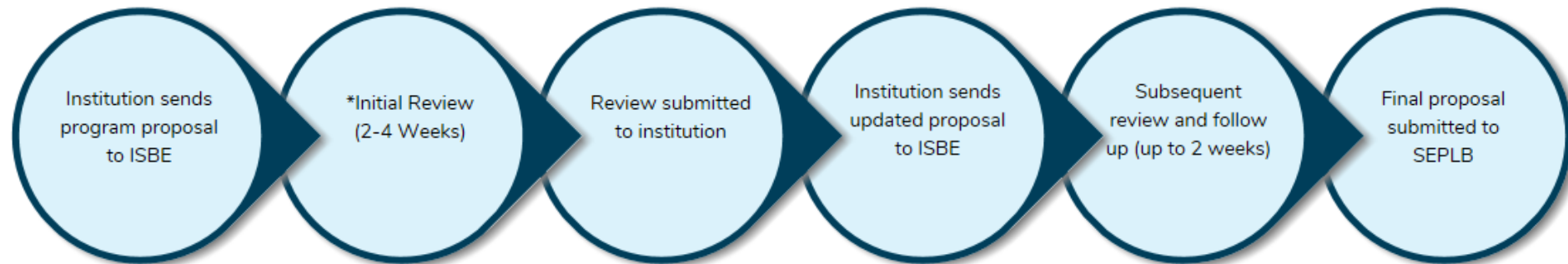
Augustana College, Aurora University, Benedictine University, Blackburn College, Bradley University, Chicago State University, Columbia College Chicago, Concordia University Chicago, DePaul University, Dominican University, Eastern Illinois University, Elmhurst College, Erikson Institute, Eureka College, Governors State University, Greenville University

- ISBE's Directory of Approved Programs is a tool used by prospective candidates to research Illinois programs in their areas of educational interest.
- The Directory includes all current IHE's and lists every program they host.
- Candidates can sort by program type, program level, and program delivery.
- It can be found [here](#).

# New Program Proposal Process

## PROGRAM REVIEW PROCESS

All preparation proposals shall follow the process below. Proposals that do not obtain initial approval may undergo a truncated version of this process as determined by the agency.



- a. \*Peer Review is mandatory for Principal and Superintendent programs.
- b. \*Peer Review is optional for Early Childhood, Elementary Education, Middle Grades, Secondary, and Alternative programs.
- c. \*Agency staff will review all proposals.

# The Basics of Program Proposals

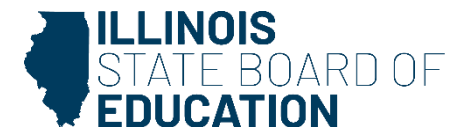
- All proposals must meet requirements set forth in rule at the time the proposal is submitted.
- Formatted proposals can be found on the College and Universities [site](#), under Educator Preparation Program Resources\*
- Proposals consist of the following requirements:
  - Program Components
  - Admission Criteria
  - Faculty
  - Course of Study
  - Field Experiences & Clinical Practice
  - Program Assessments
  - Standards Alignment
  - Assurances



TEACHING PROGRAM PROPOSAL

| EDUCATOR EFFECTIVENESS DEPARTMENT  |   |      |
|--|---|------|
| SECTION 1: PROGRAM COMPONENTS  |   |      |
| <b>Directions:</b> This proposal must be submitted when an institution plans to propose a new, traditional educator preparation program in a teaching area (Submit alternative preparation program proposals using this form.) The proposal aligns with rules set forth in <a href="#">23 of the Illinois Administrative Code Part 25</a> . All program proposals shall meet requirements set forth in Administrative Code at the time the proposal is submitted. Please submit program proposals and all relevant documentation to your ISBE liaison. |   |      |
| INSTITUTION  | DATE OF SUBMISSION  |      |
| PROGRAM NAME (See Appendix A)  | ENDORSEMENTS TO BE AWARDED  |      |
| GRADE RANGE  | TERM (semester, trimester, quarter, other)  |      |
| PRIMARY CONTACT NAME   | PRIMARY CONTACT EMAIL   |      |
| SECONDARY CONTACT NAME   | SECONDARY CONTACT EMAIL   |      |
| PROGRAM LEVEL:<br><input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Licensure Only   | MODE OF DELIVERY:<br><input type="checkbox"/> Face to Face <input type="checkbox"/> Blended <input type="checkbox"/> Online |      |
| PROGRAM TYPE: (See Appendix B on the last page of document.)<br><input type="checkbox"/> Traditional <input type="checkbox"/> Residency<br><input type="checkbox"/> Apprenticeship (Please complete the <a href="#">Apprenticeship Addendum</a> .)   | PROPOSED IMPLEMENTATION DATE<br>(This is the date these changes will go into effect for candidates.)                        |      |
| SECTION 2: CRITERIA  |   |      |
| <b>Directions:</b> Please complete the matrix to describe the criteria for admission, retention, and exit of the program. Please include specific candidate requirements. (Per 23 Illinois Administrative Code, Part 25, Section 25.120 (a)(2))  |   |      |
| Admission  | Retention   | Exit |
|  |   |      |

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# Program Change Process

- IHE submits a program change proposal in pdf format directly to their ISBE liaison who will acknowledge receipt of the proposal.
- ISBE staff will review all of the proposal's components and note where changes are suggested and/or required to approval
- If any further information is needed, you will be notified with all suggested and required changes. This process will continue until no further changes or updates are needed.
- Your liaison will notify you via email when the program change is approved.

The program change form can be found on the website:

[https://www.isbe.net/Pages/Educator-Licensure-Colleges-and-Universities.aspx\\*](https://www.isbe.net/Pages/Educator-Licensure-Colleges-and-Universities.aspx*)



# State Educator Preparation & Licensure Board (SEPLB)

- SEPLB meetings generally take place on the first Friday of every other month.
- Prior to each meeting, agendas are posted on the [ISBE website](#).
- If you plan on presenting during public comment, you must sign in prior to the beginning of the meeting.
- New Program representatives should plan to attend SEPLB.
- Guidelines can be found [here](#).

# Get Started!

- ☐ Get access to ELIS and APR (if applicable)
- ☐ Work with IHE dean and faculty to understand your IHE's program requirements
- ☐ Familiarize self with ELIS and entitlement process
- ☐ Familiarize self with ISBE websites
  - [Colleges and Universities](#)- links to program templates, licensure officer site, standards links, and testing info.
  - [Licensure](#)- General requirements for endorsements, approvals, link to rules/legislation etc.



# Questions?

Thank you