Educator Effectiveness Preparation Team Liaison Licensure Officer Training

October 9, 2024

ILLINOIS STATE BOARD OF EDUCATION

Agenda

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

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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

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General Licensure Officer Information

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The Role of a Licensure Officer

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

Entitlement Officer	Program Compliance	Liaison between IHE and ISBE
• Enter candidates into Pre-Completion (PC) upon enrollment.	• Inform ISBE of program proposals, changes, or discontinuations.	• Attend annual training conducted by ISBE.
• Stay up to date on licensure requirements and ensure candidates have met them.	• Submit annual data reporting for all programs.	• Assist candidates with ELIS account and entitlement process.
• Move candidates from PC to Completed Program.	• Stay up to date on legislation/current rules and changes.	• Serve as compliance liaison during entitlement audits.

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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 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.

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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.

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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.

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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.

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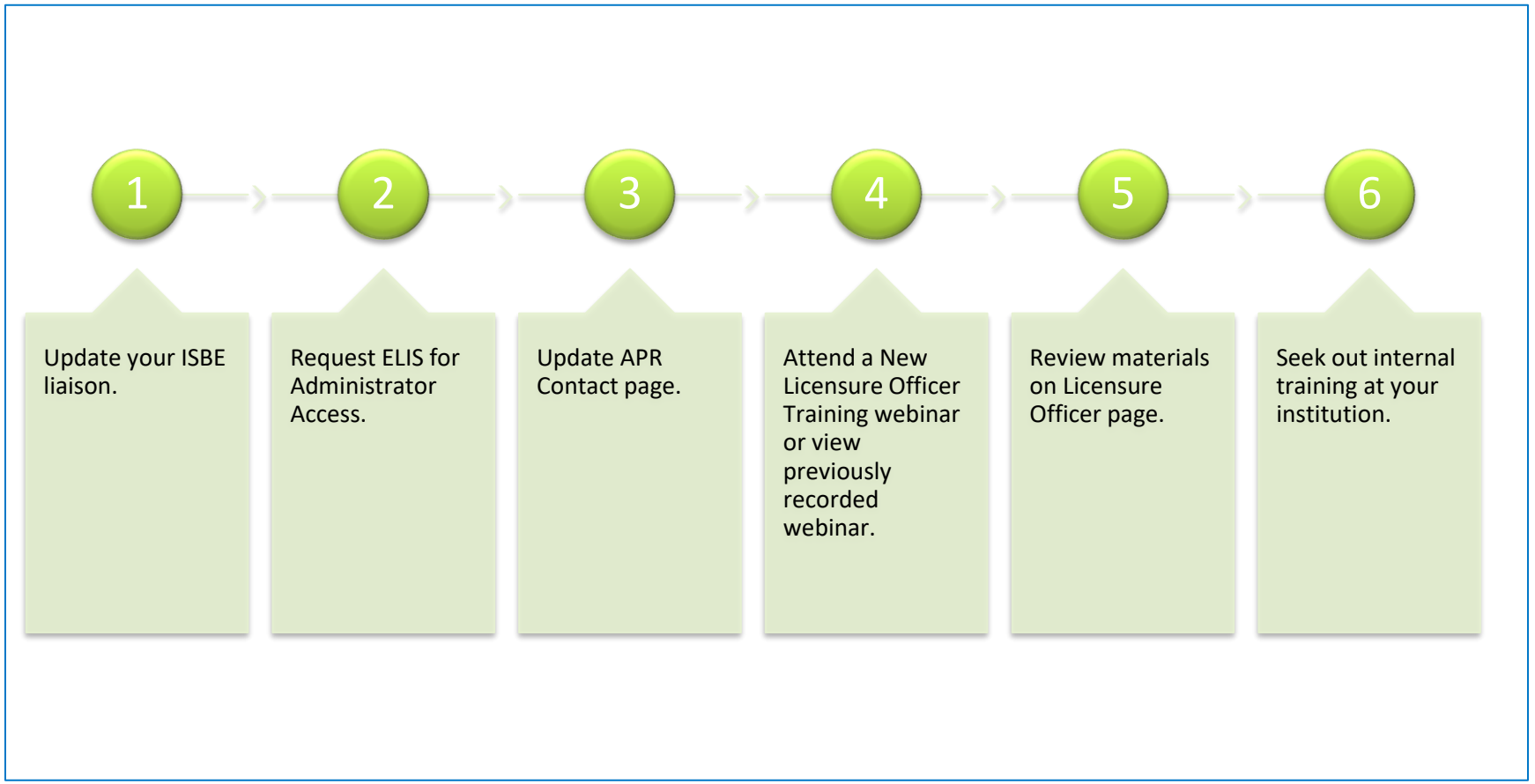
Steps to Take Before Licensure Officers Can Begin Entitling



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.

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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

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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.

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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

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Part 25 Reminders & Updates

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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.

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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.

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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.

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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.

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Important Updates & Reminders

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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.

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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.

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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.

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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!

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‘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.

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Review of Refund Policy

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

- 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.

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.

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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!

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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

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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!

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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

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Questions?

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THANK YOU FOR COMING!

(New LOs … please stick around!)

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Educator Effectiveness Preparation Team Liaison New Licensure Officer Training

October 9, 2024

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IWAS SYSTEM

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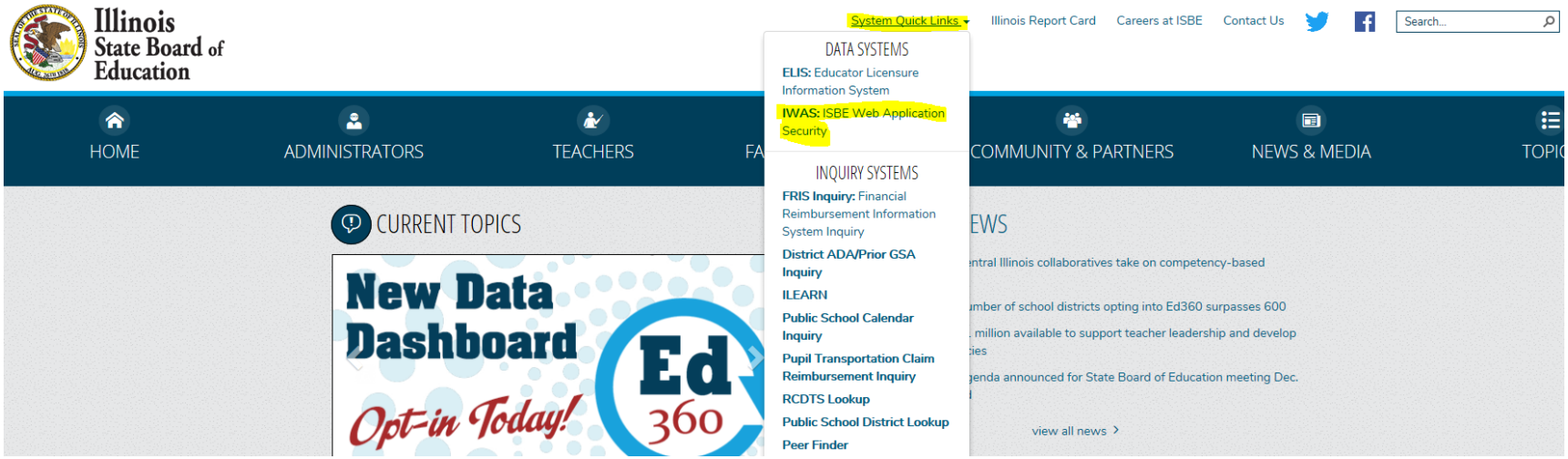
IWAS Access

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.



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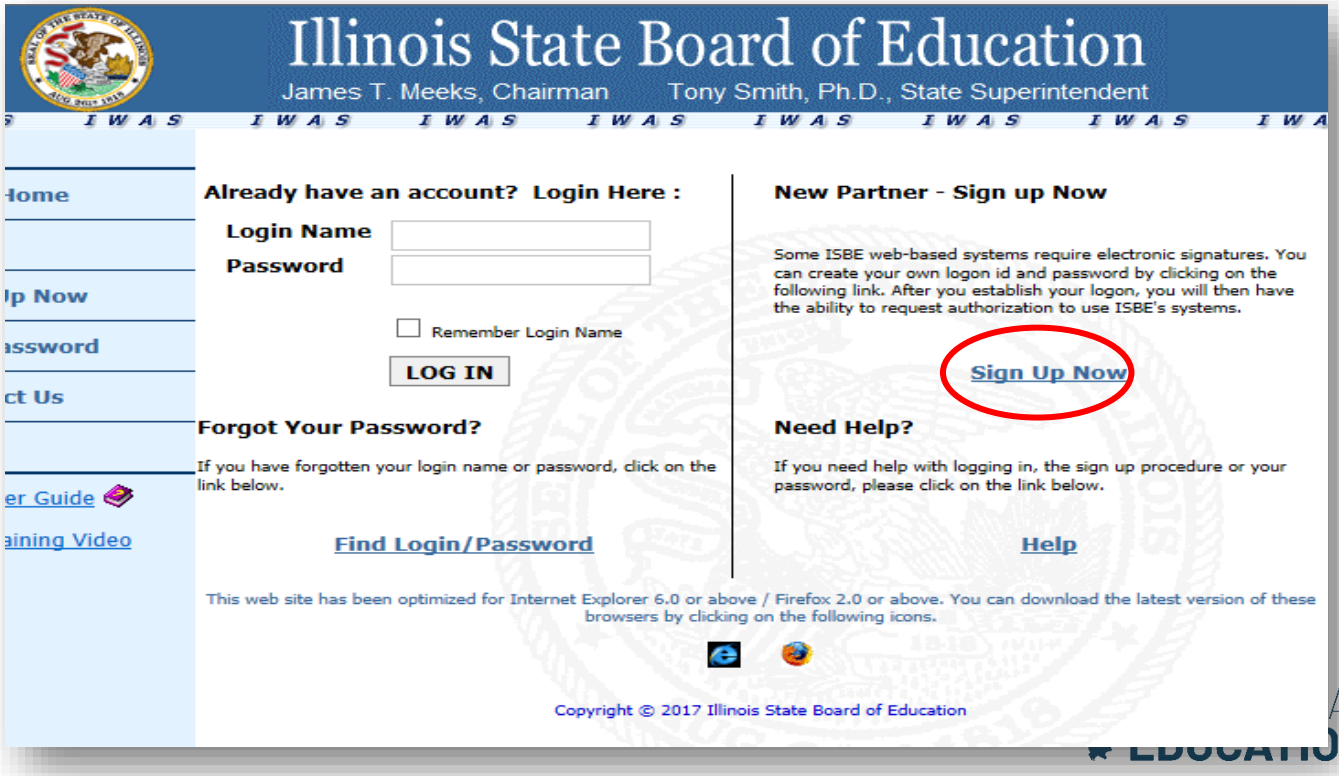
IWAS Access

- 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.



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

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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**

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ENTITLEMENT PROCESS

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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.

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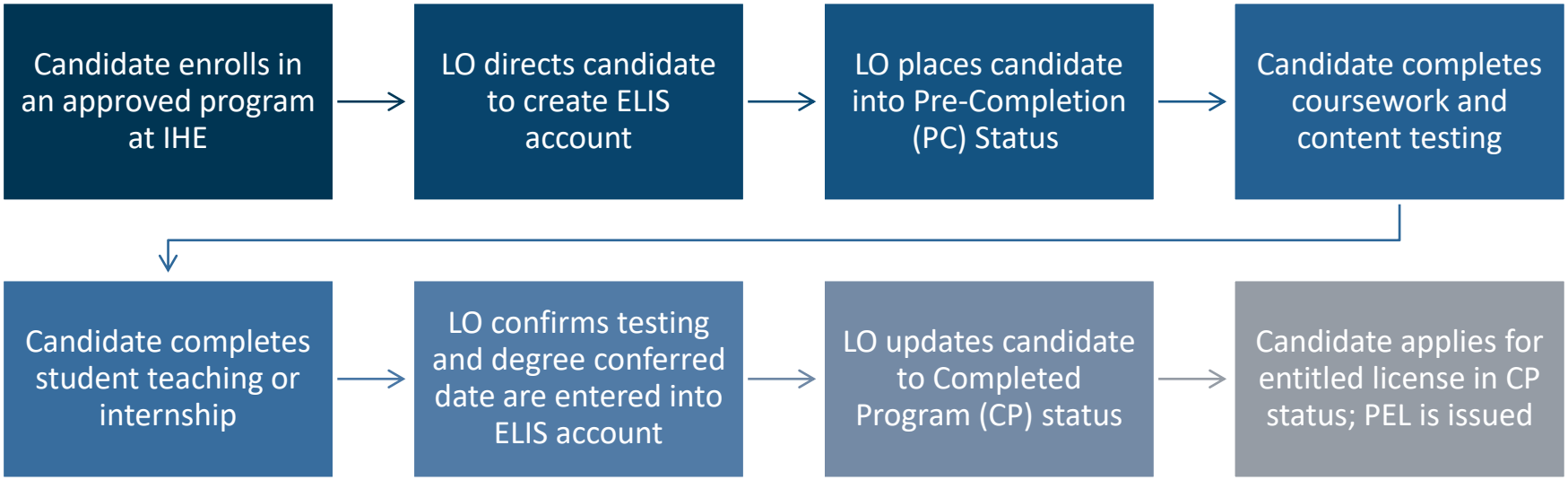
Entitlement Process Overview



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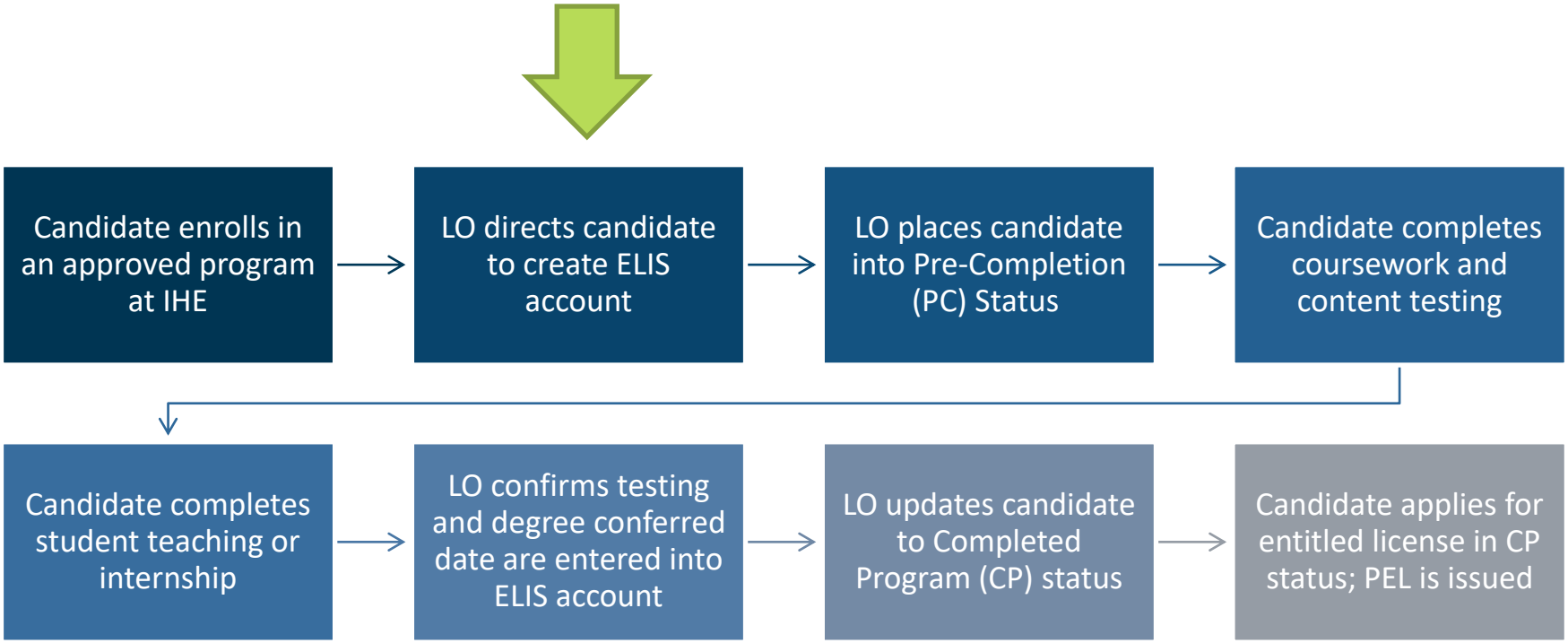
Entitlement Process Overview



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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

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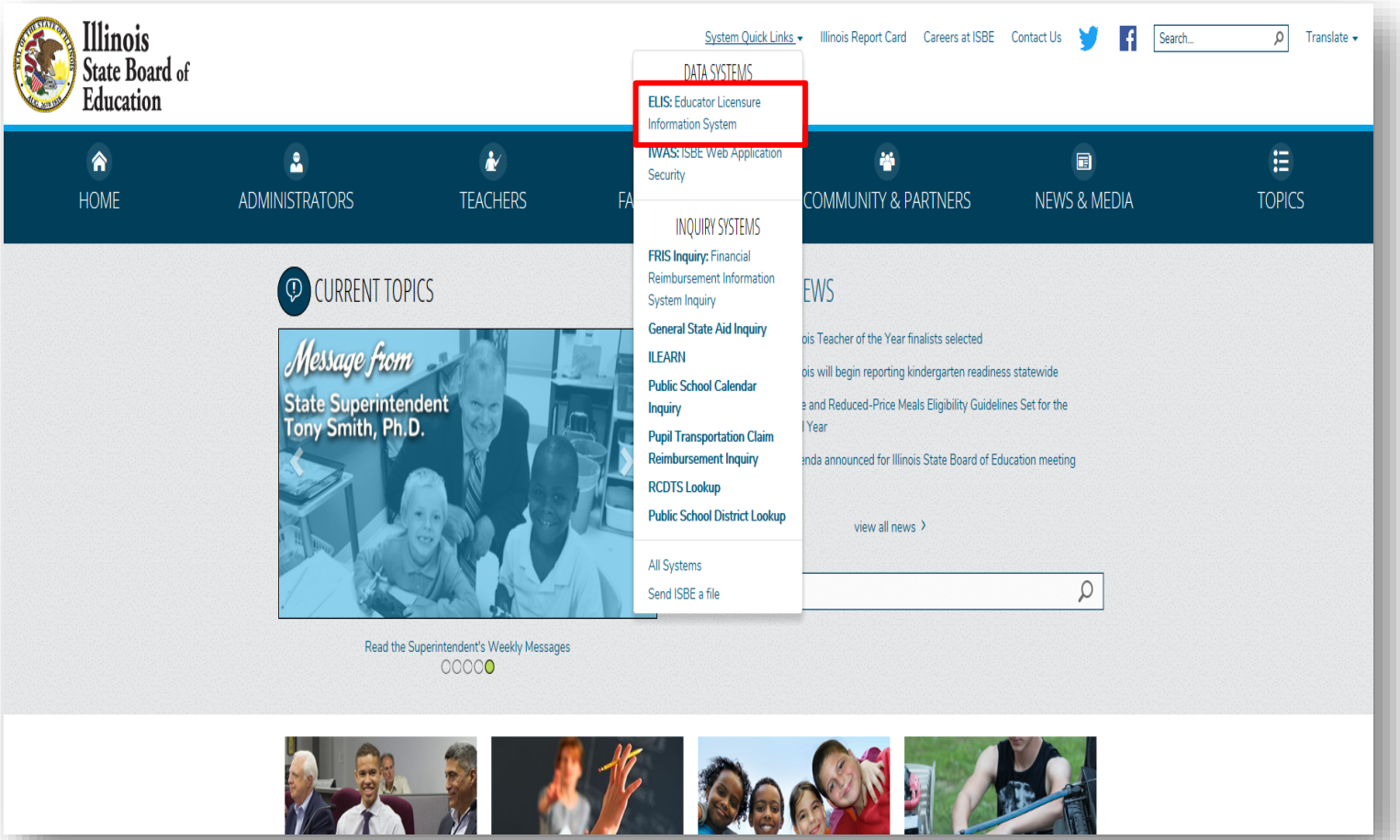
Setting up ELIS Accounts



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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.)

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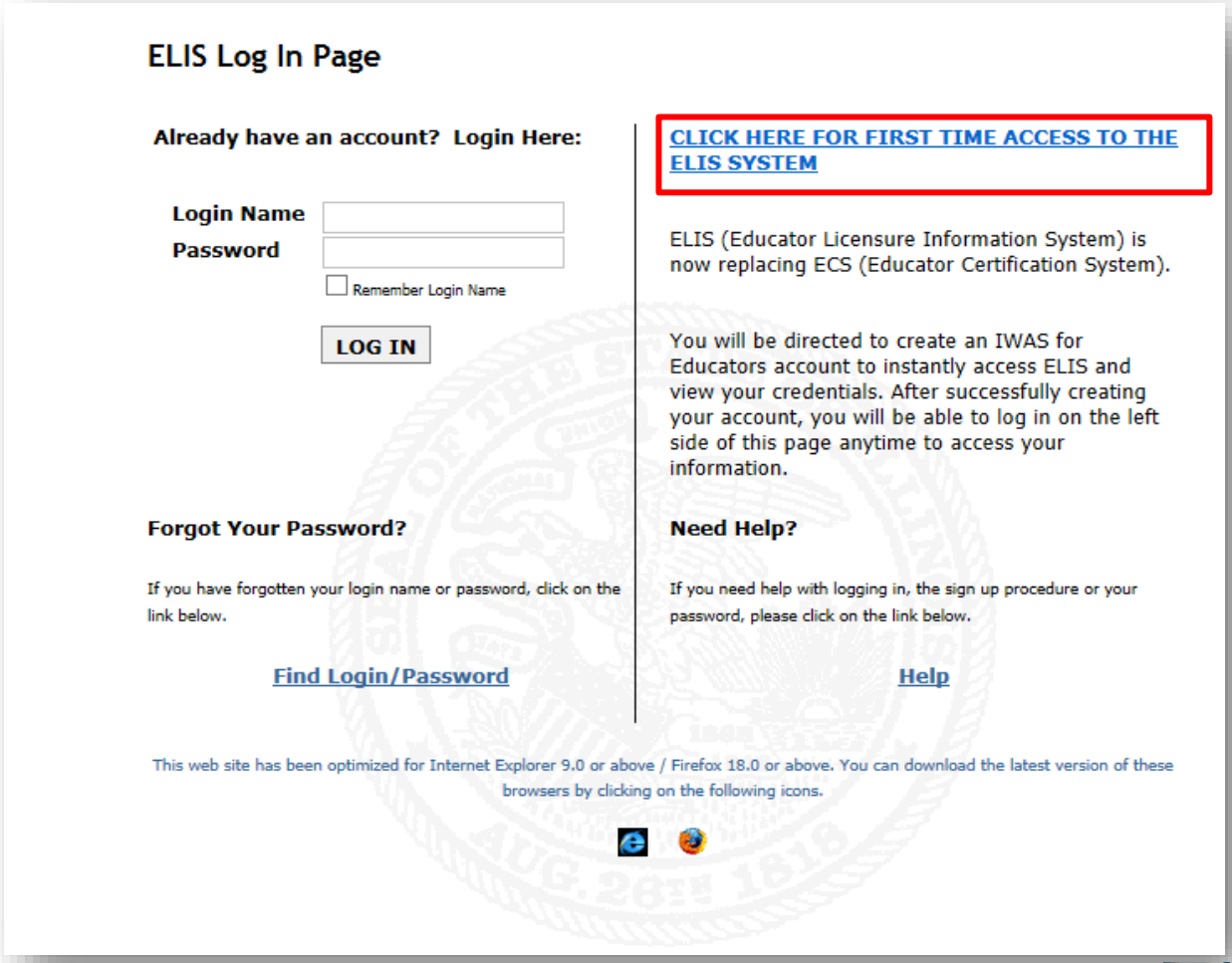
Setting up ELIS Accounts



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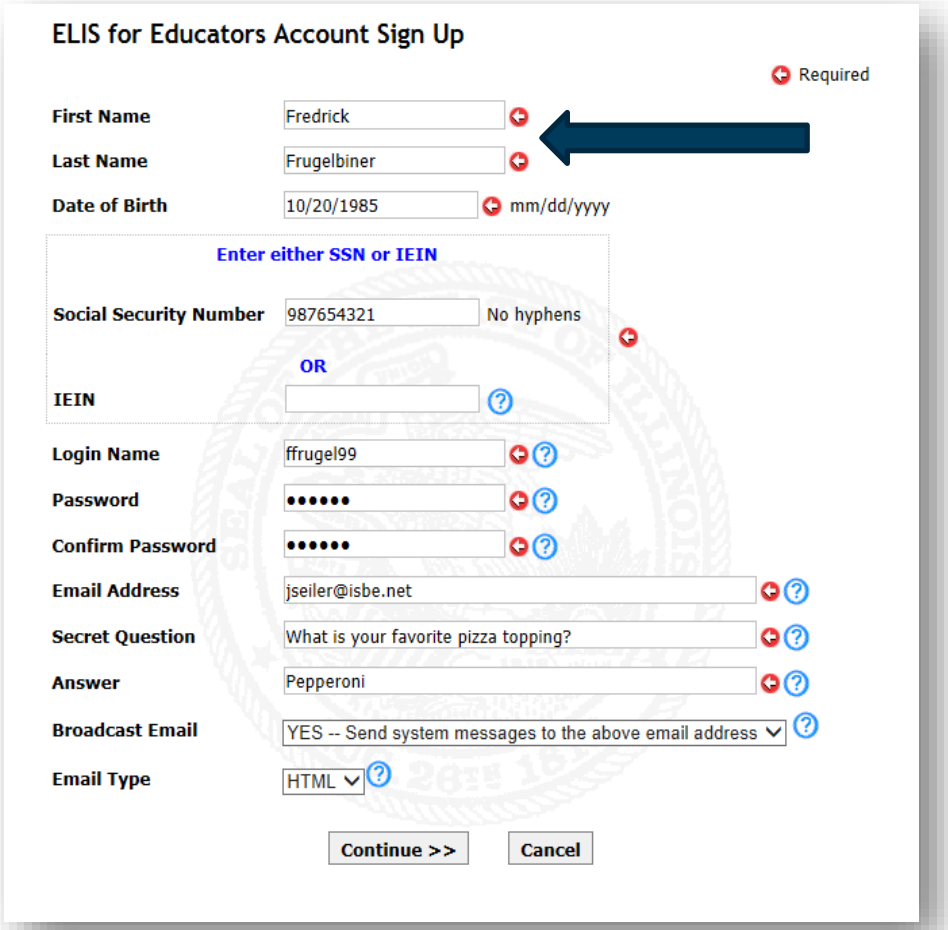
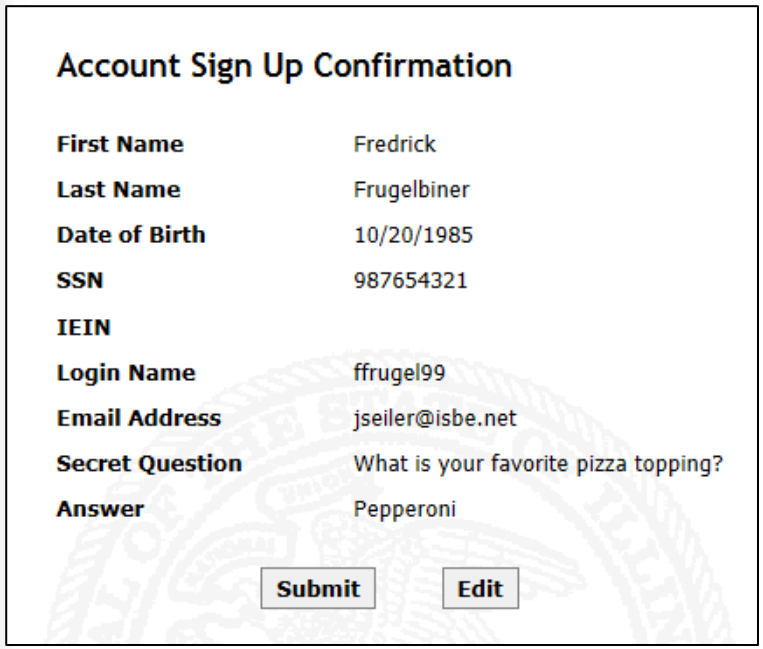
Setting up ELIS Accounts





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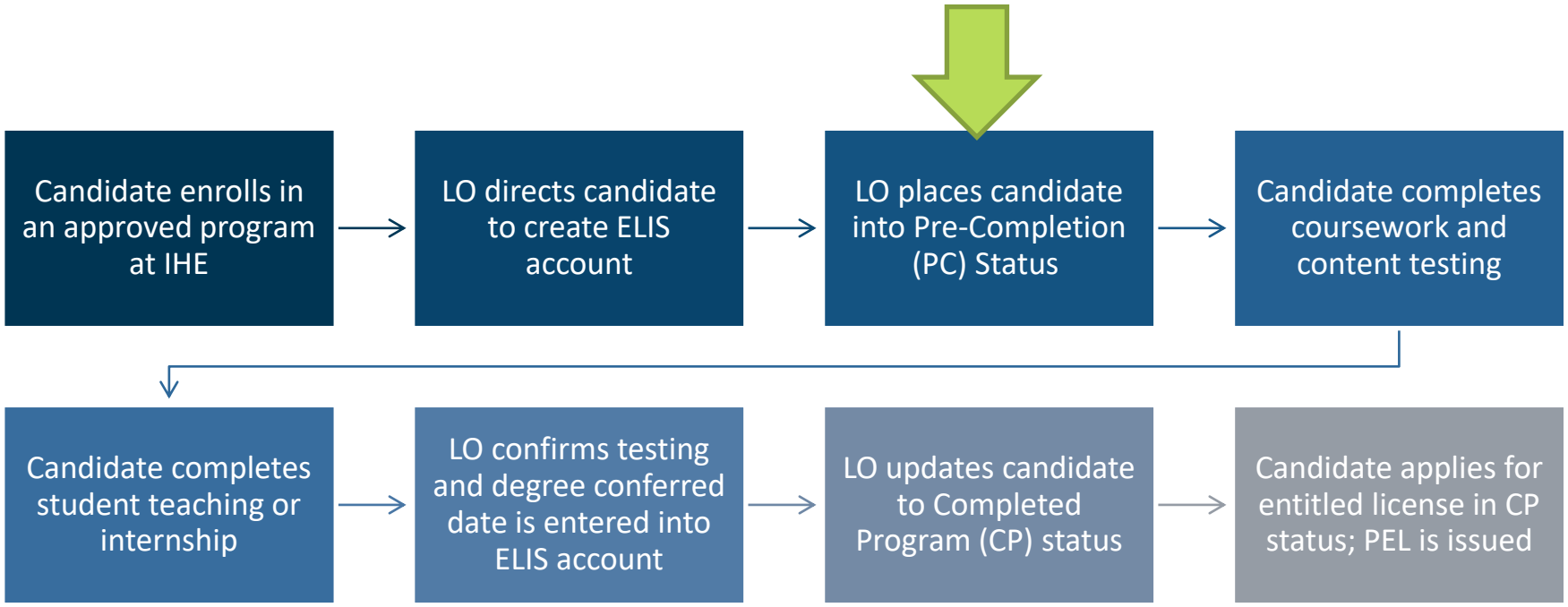
Entitlement Process



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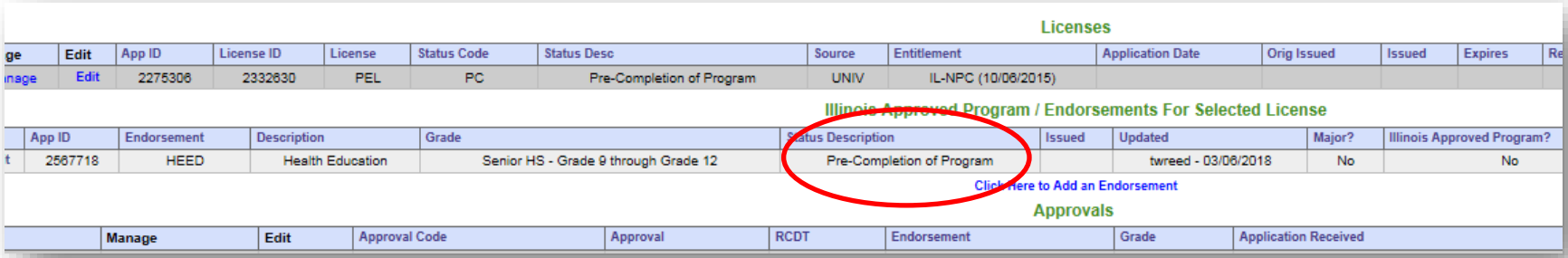
Pre-Completion Status

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	Re
nage	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

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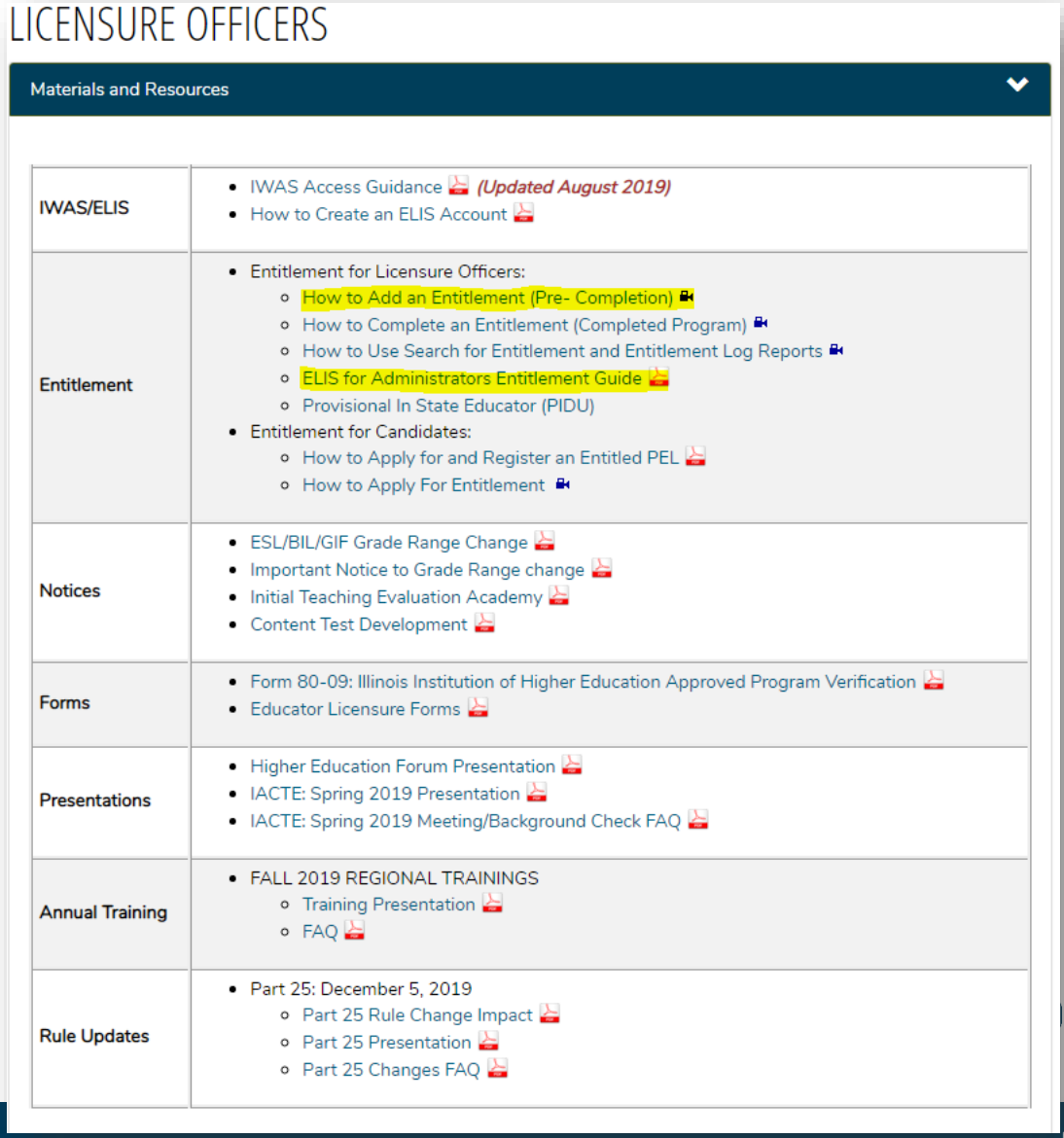
Entering Candidates into PC

Guidance for the Pre-Completion process can be found by going to our Licensure Officers page



LICENSURE OFFICERS

Materials and Resources

IWAS/ELIS	• IWAS Access Guidance *(Updated August 2019)* • How to Create an ELIS Account

Entitlement	• Entitlement for Licensure Officers:
	  ◦ How to Add an Entitlement (Pre- Completion)
	  ◦ How to Complete an Entitlement (Completed Program)
	  ◦ How to Use Search for Entitlement and Entitlement Log Reports
	  ◦ ELIS for Administrators Entitlement Guide
	  ◦ Provisional In State Educator (PIDU)
	• Entitlement for Candidates:
	  ◦ How to Apply for and Register an Entitled PEL
	  ◦ How to Apply For Entitlement

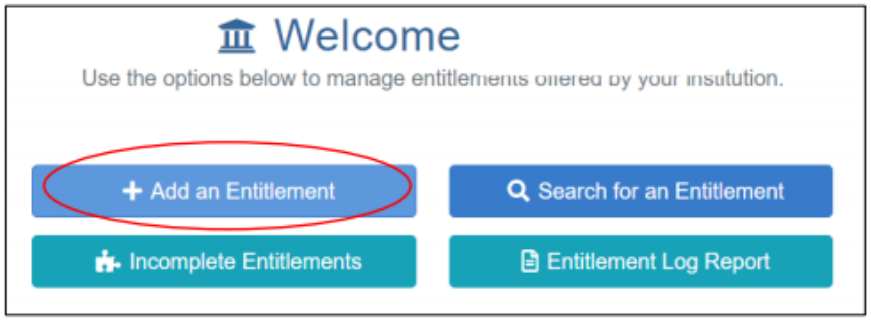
Notices	• ESL/BIL/GIF Grade Range Change • Important Notice to Grade Range change • Initial Teaching Evaluation Academy • Content Test Development
Forms	• Form 80-09: Illinois Institution of Higher Education Approved Program Verification • Educator Licensure Forms
Presentations	• Higher Education Forum Presentation • IACTE: Spring 2019 Presentation • IACTE: Spring 2019 Meeting/Background Check FAQ

Annual Training	• FALL 2019 REGIONAL TRAININGS
	  ◦ Training Presentation
	  ◦ FAQ

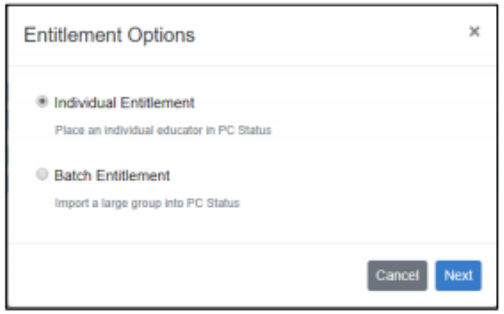
Rule Updates	• Part 25: December 5, 2019
	  ◦ Part 25 Rule Change Impact
	  ◦ Part 25 Presentation
	  ◦ Part 25 Changes FAQ

Entering Candidates into PC

1. Start by selecting the Add an Entitlement button



2. Choose either Individual Entitlement or Batch Entitlement



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.

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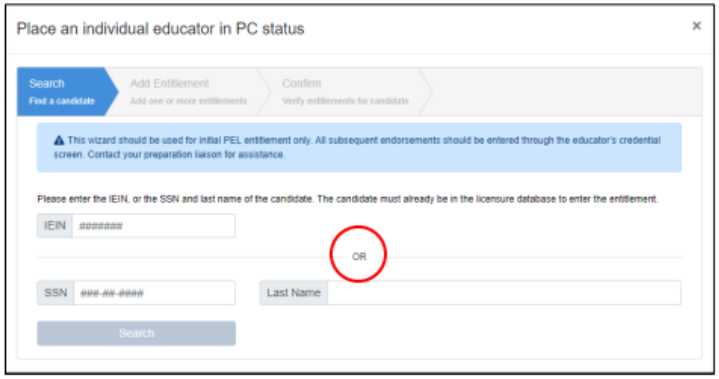
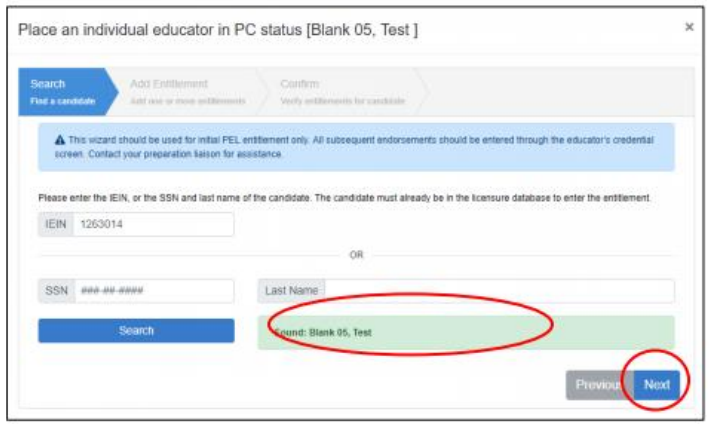
Entering an individual candidate into PC

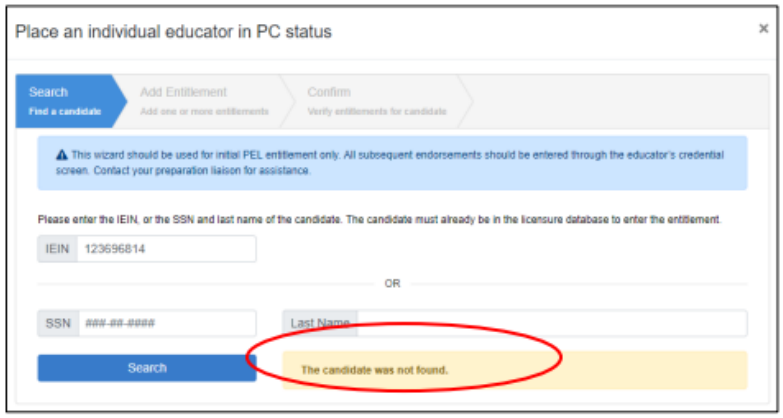
2. Enter either the IEIN of the individual or the SSN and Last Name, select Search.



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



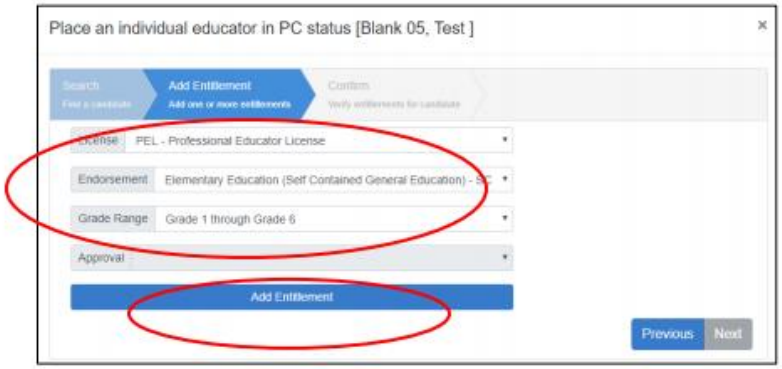
If the individual is not found, an error box will appear, re-enter the correct information and select Next.



ILLINOIS STATE BOARD OF EDUCATION

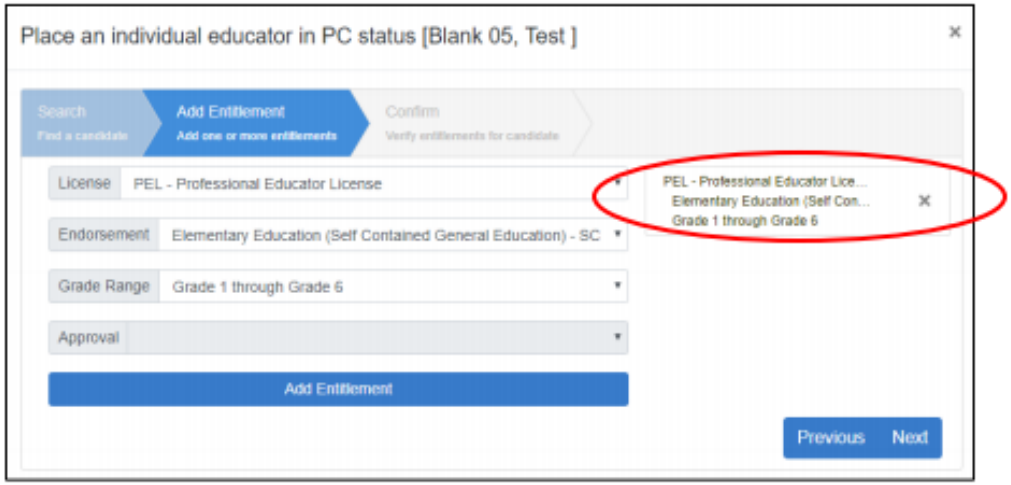
Entering an individual candidate into PC

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



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

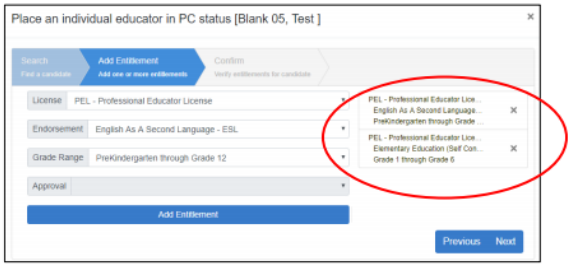
5. Confirm the endorsement is correct. If it is incorrect, click on the "x" to remove and enter it again.



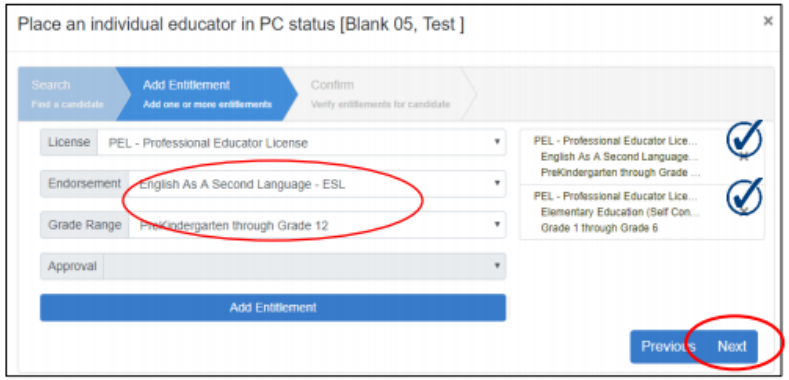
Entering an individual candidate into PC

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.

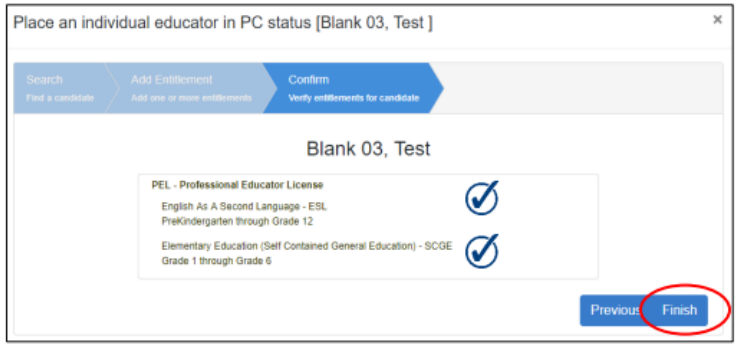
Example: The educator is being entitled for both an Elementary Education 1-6 PEL and an ESL PK-12 endorsement.



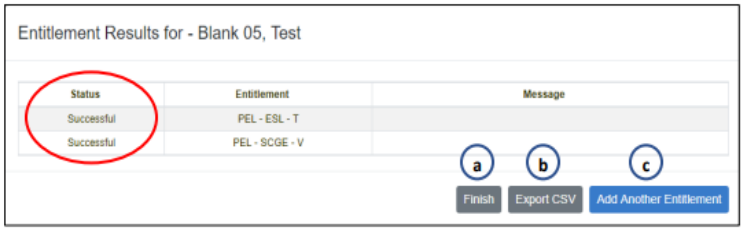
7. Once the PEL and all endorsements are listed, select Next



8. Confirm the entitlements for the individual, select Finish



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

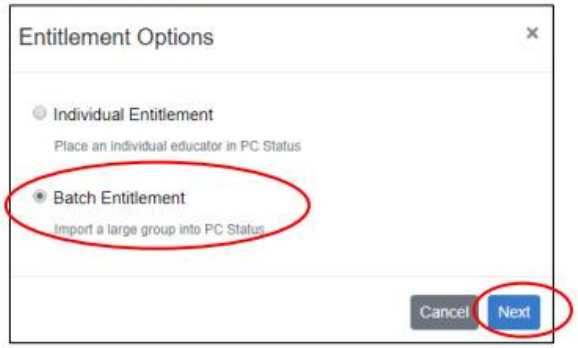


a. **Finish**: Choose this option to go back to the home screen
b. **Export CSV:** Choose this option to export the individual entitlements into a spreadsheet
c. **Add Another Entitlement:** Choose this option to start a new entitlement.

Entering a batch of candidates into PC

Batch Entitlement

1. Select Batch Entitlement option, Select Next



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.

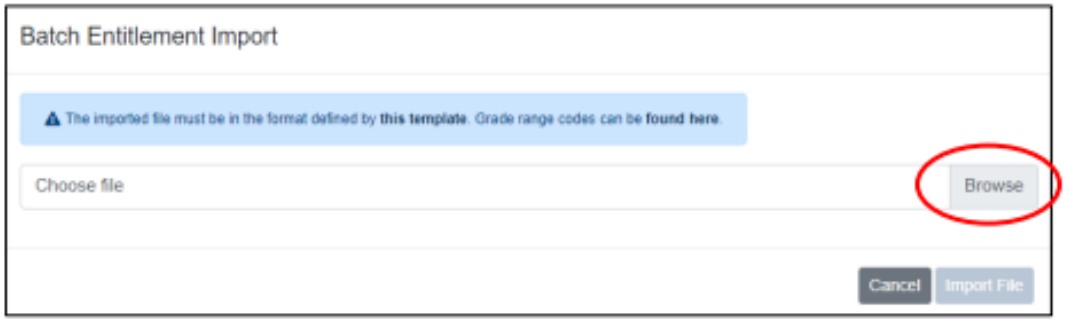
Helpful Hint:

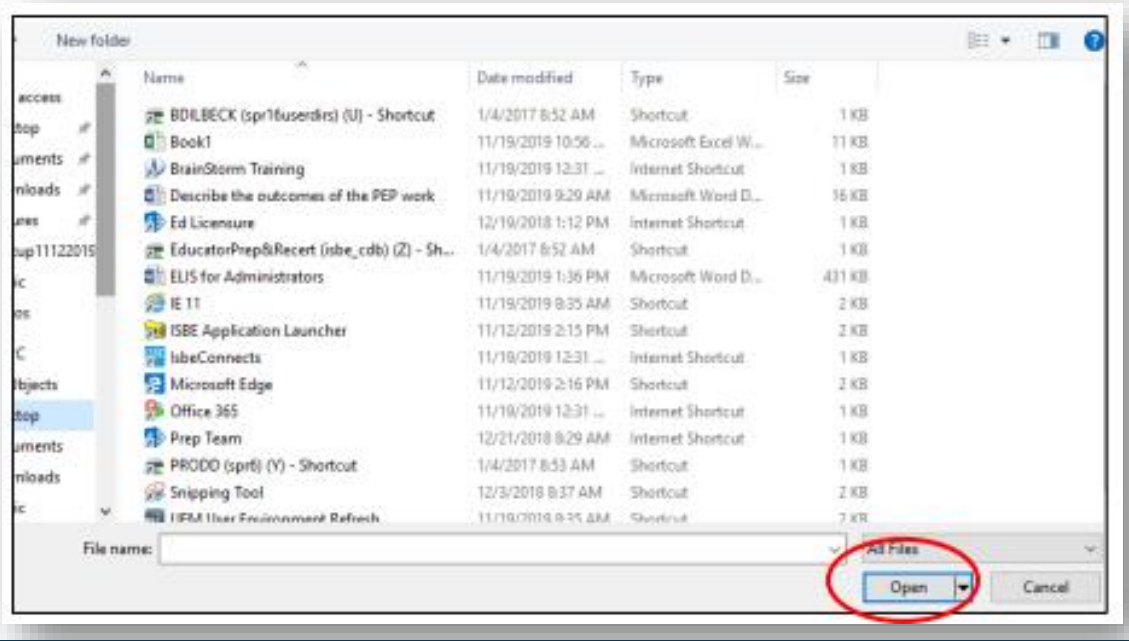
- Template will download with pre-populated examples, don't forget to delete the examples
- Save file on your network or desktop for easy access.
- Only codes listed in the appendix will be accepted

ILLINOIS STATE BOARD OF EDUCATION

Entering a batch of candidates into PC

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





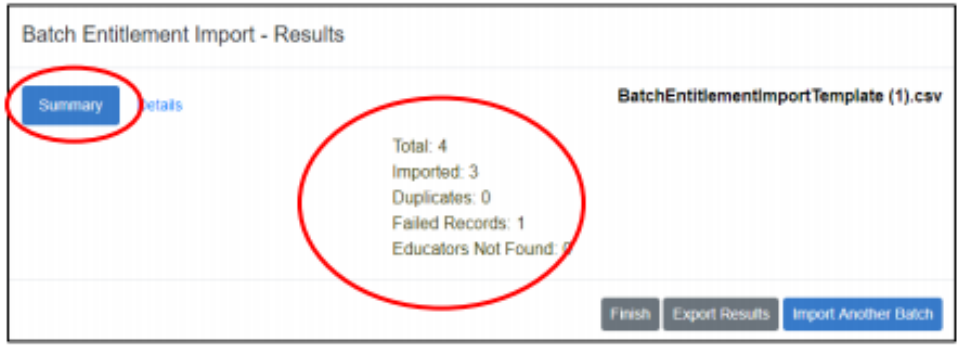
ILLINOIS STATE BOARD OF EDUCATION

Entering a batch of candidates into PC

4. Select Import File

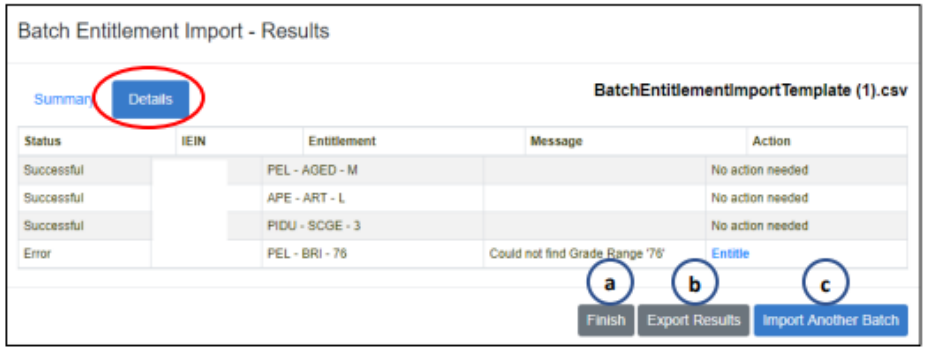
5. Import Results will appear with a **summary** of Total entered, Number Imported, Number of Duplicates, Number of Failed Records, and Number of Educators Not Found.

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



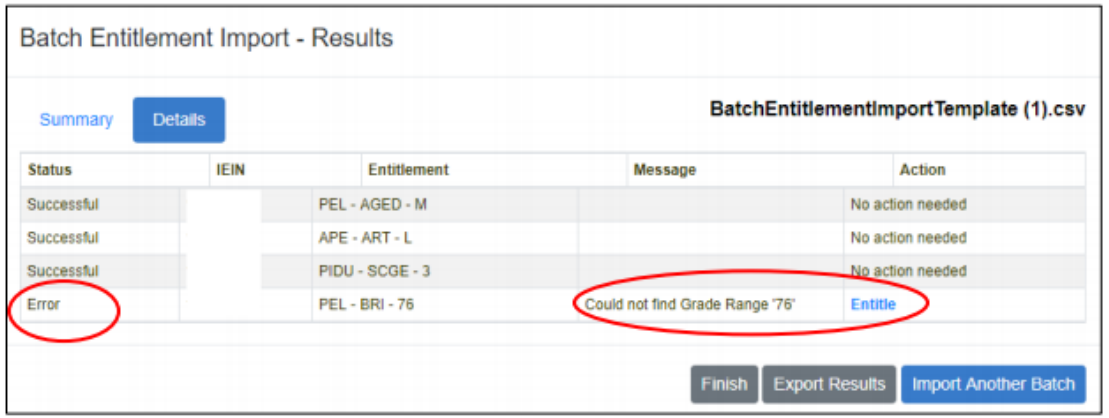
To view the **details** of the imported file, select Details.

Entering a batch of candidates into PC



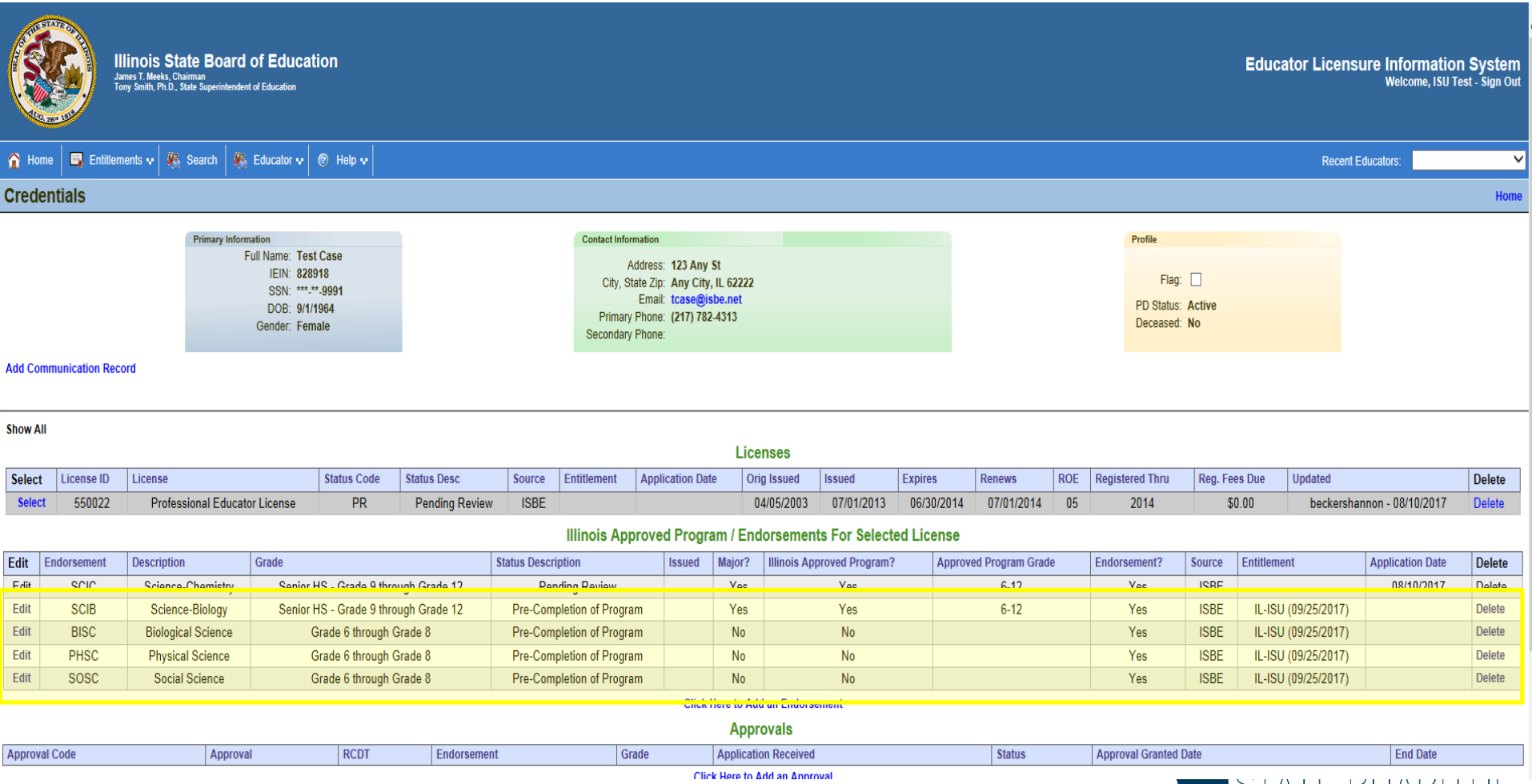
a. **Finish:** Choose this option to go back to the home screen
b. **Export Results:** Choose this option to export the batch entitlements into a spreadsheet
c. **Import Another Batch:** Choose this option to import an additional template.

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.



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
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

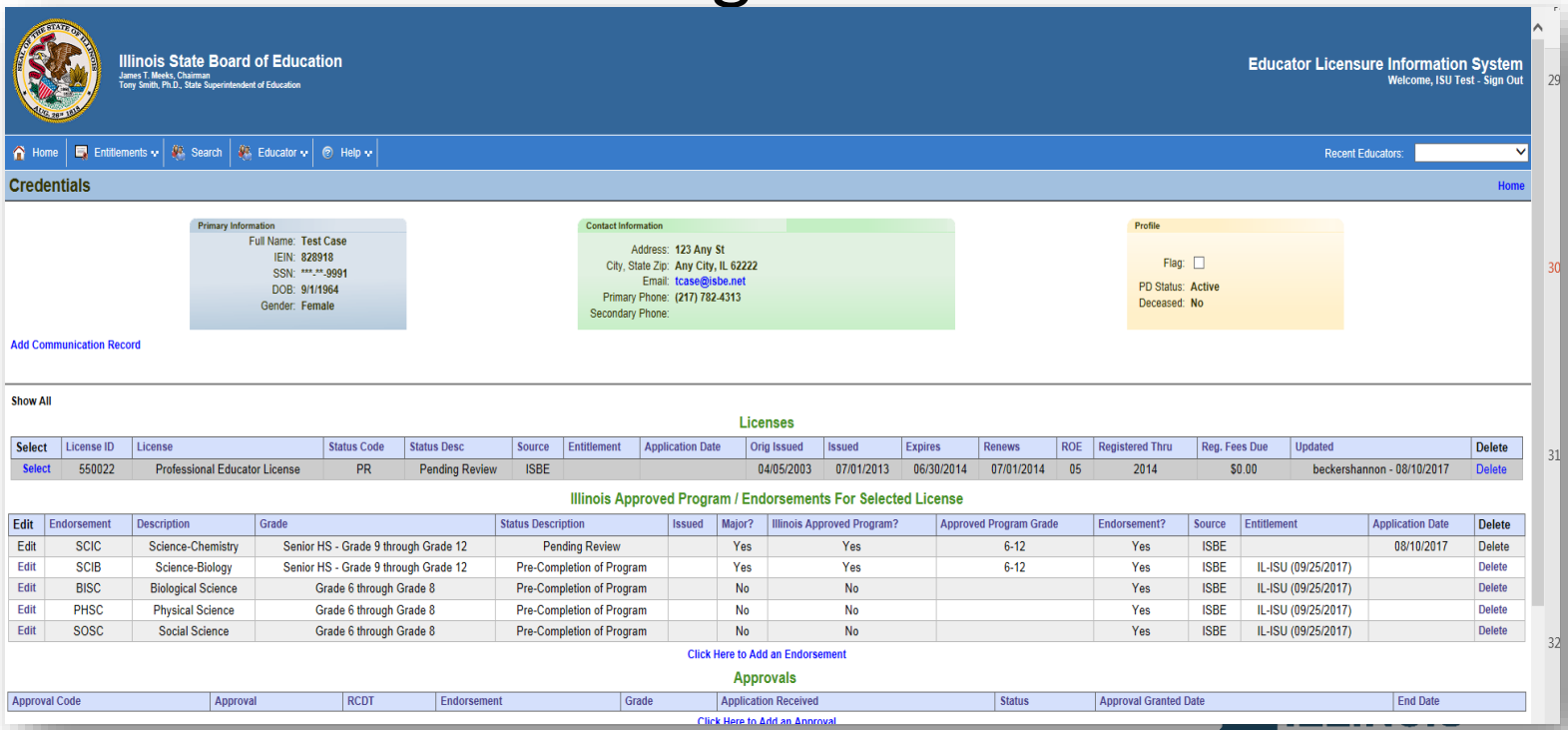
Approval Code	Approval	RCDT	Endorsement	Grade	Application Received	Status	Approval Granted Date	End Date

Click Here to Add an Approval

STATE BOARD OF EDUCATION

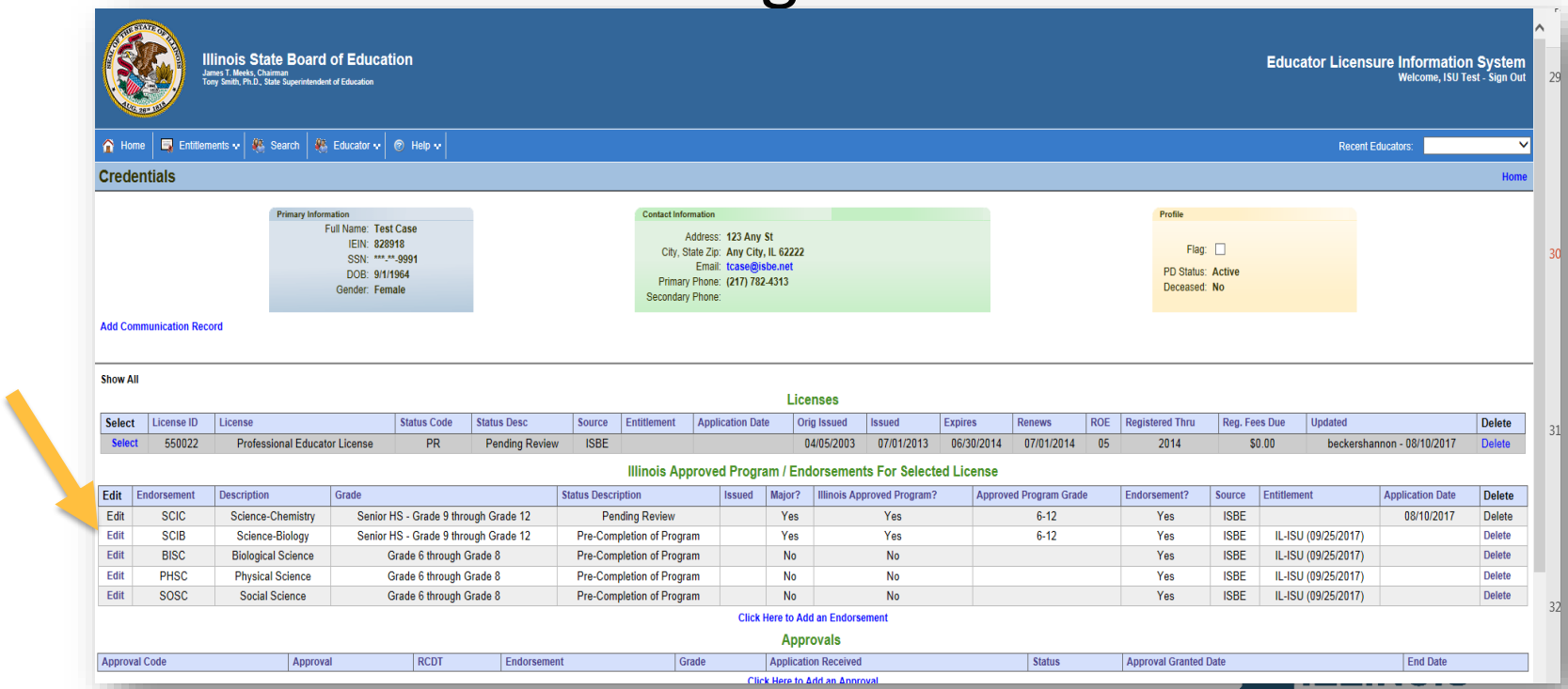
Editing endorsements

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

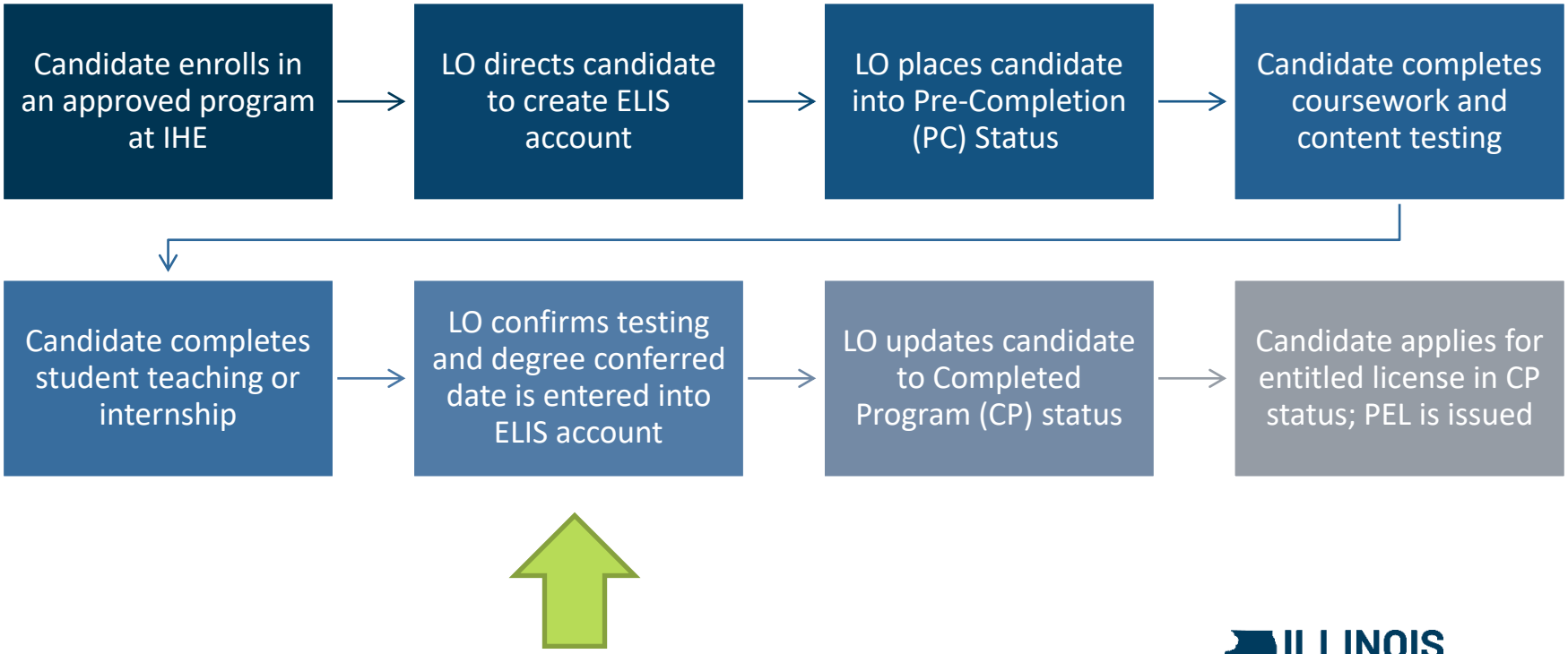


Editing endorsements

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



Entitlement Process



ILLINOIS STATE BOARD OF EDUCATION

Testing

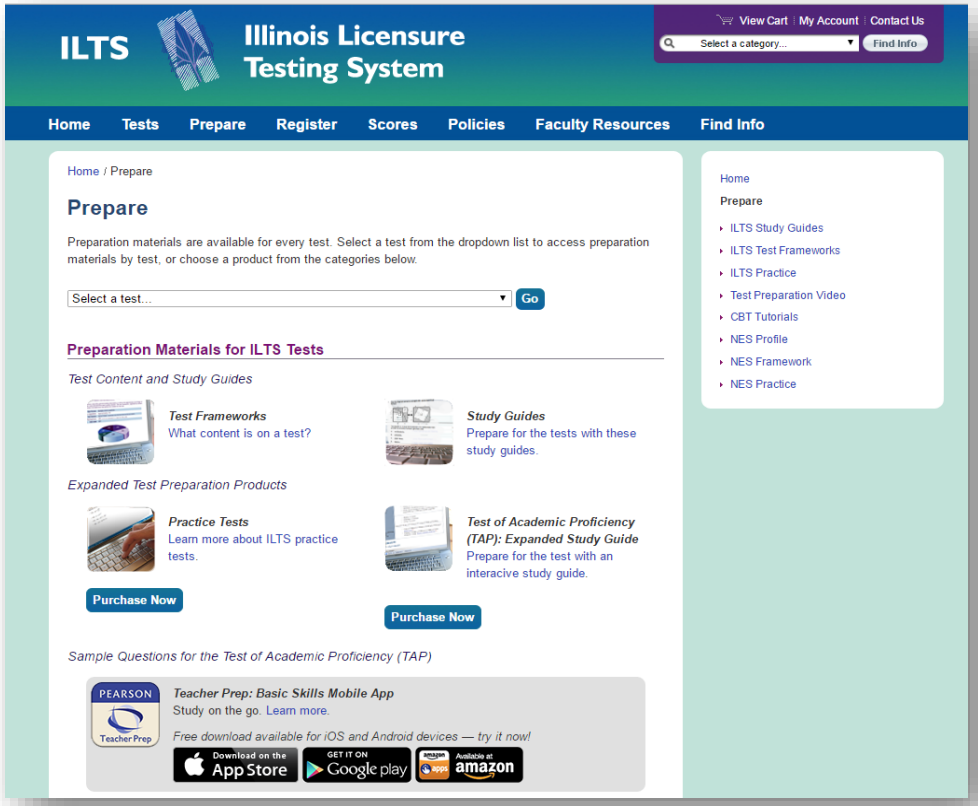
Content Tests

- 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.

ILLINOIS STATE BOARD OF EDUCATION

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
  - Includes:
    - Test frameworks
    - Practice tests
    - Study guides



ILLINOIS STATE BOARD OF EDUCATION

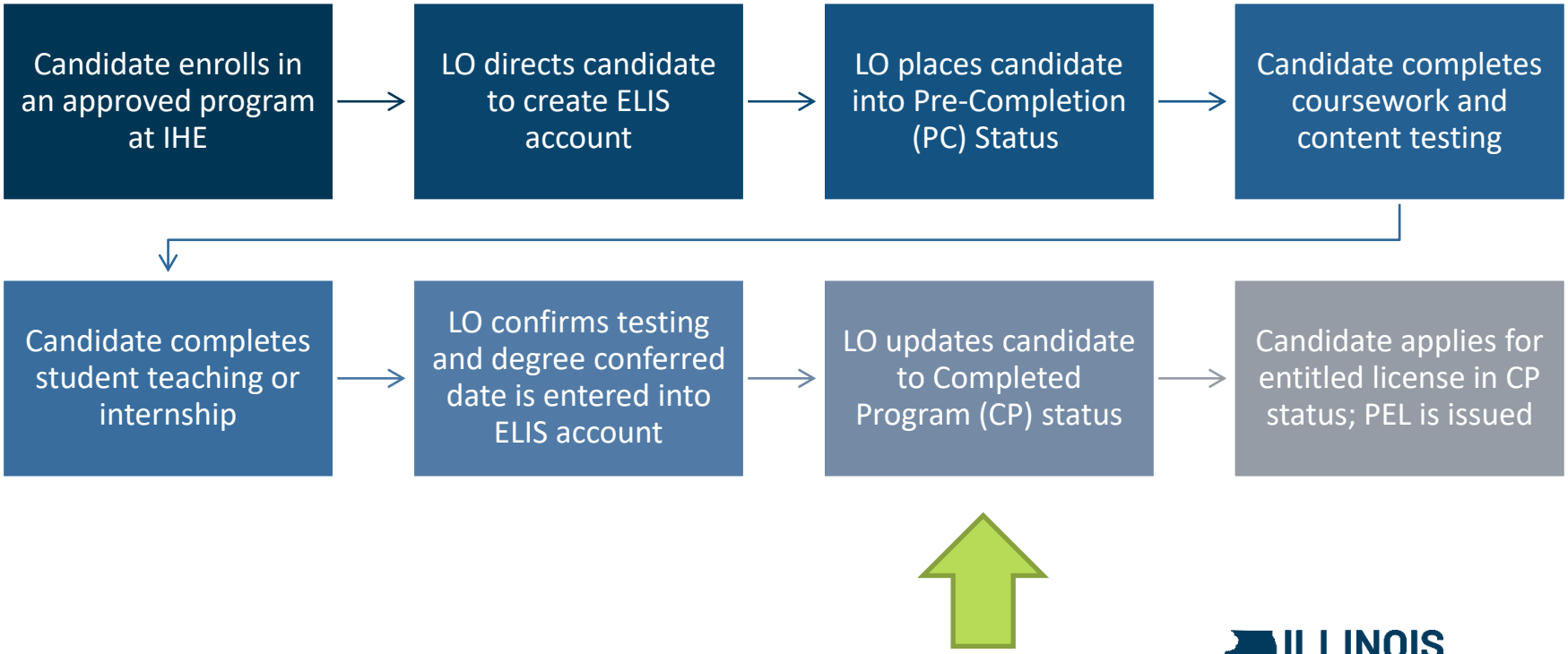
Official Scores

- 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

ILLINOIS STATE BOARD OF EDUCATION

Entitlement Process



ILLINOIS STATE BOARD OF EDUCATION

Entitlement Requirements for Completed Program Status in ELIS

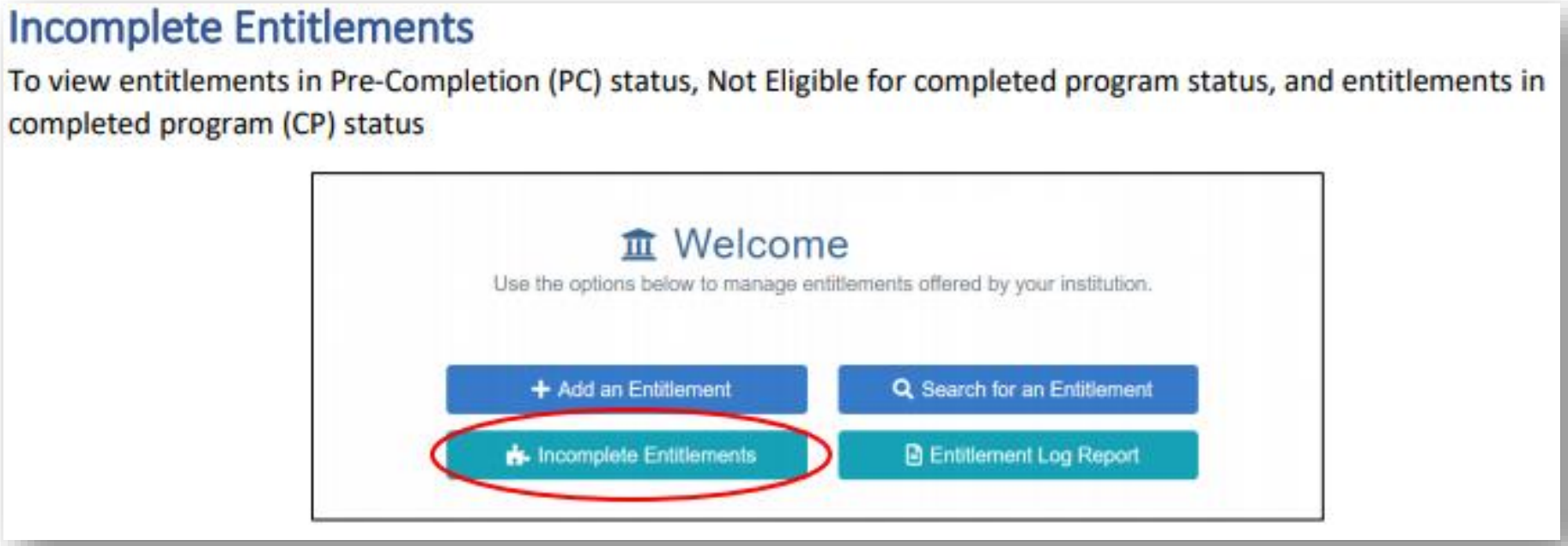
LO updates candidate to Completed Program (CP) status

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.

ILLINOIS STATE BOARD OF EDUCATION

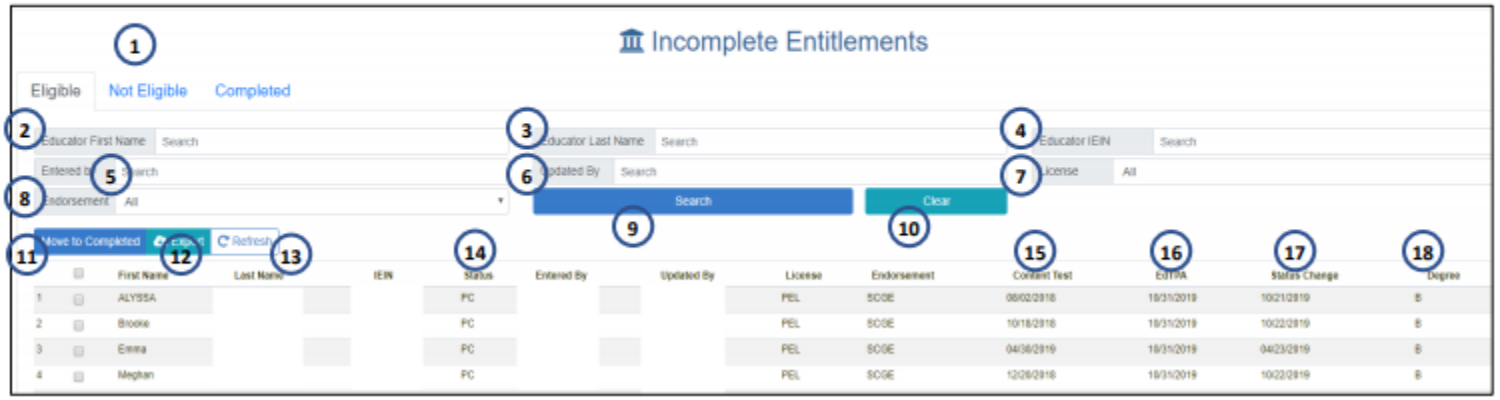
Incomplete Entitlements



ILLINOIS STATE BOARD OF EDUCATION

Incomplete Entitlements

Incomplete Entitlement Key



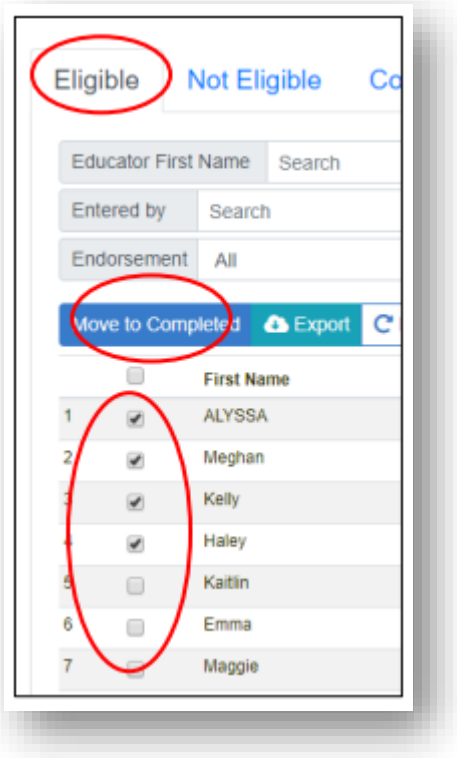
1. **Eligible/Not Eligible/Completed**: Individuals in PC status that are eligible for entitlement, not eligible, or completed.
    a. Eligible: Individual is in PC status and all testing is posted
    b. Not Eligible: Individual is in PC status and test requirement(s) missing
    c. Completed: Individual 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

ILLINOIS STATE BOARD OF EDUCATION

Incomplete Entitlements

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

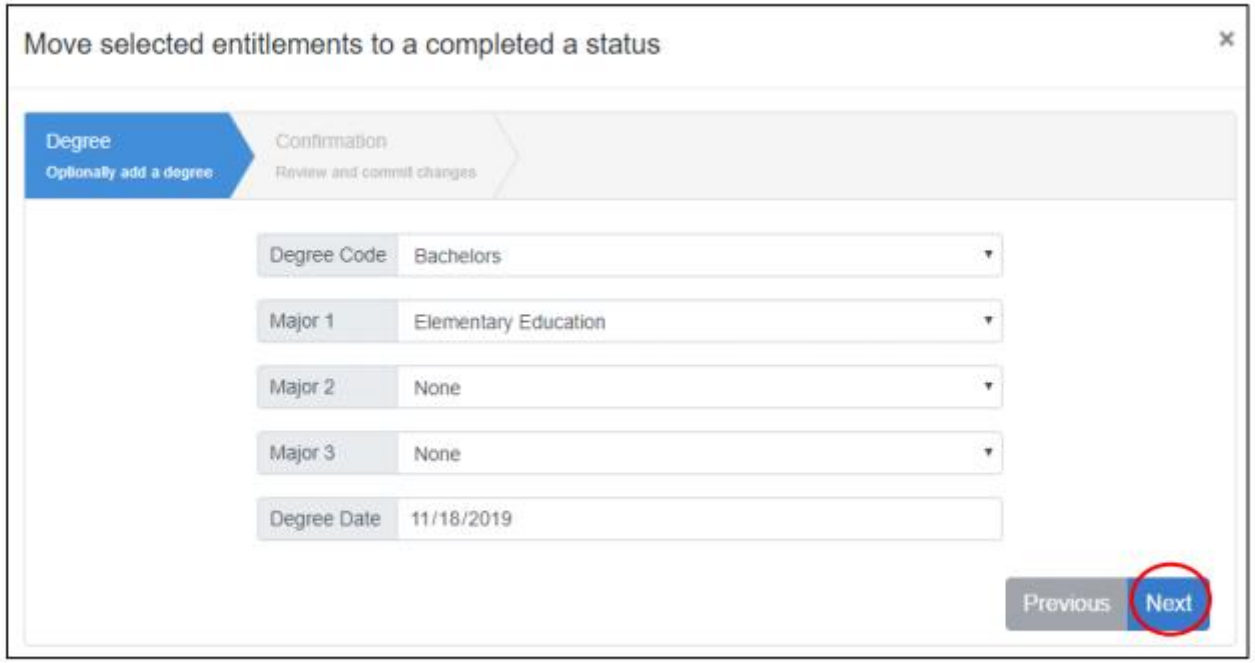
1. Start by clicking on the Eligible tab
2. Check the box next to the First Name(s) of the individual(s) that have completed a program
3. Once selected, click Move to Completed



ILLINOIS STATE BOARD OF EDUCATION

Incomplete Entitlements

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



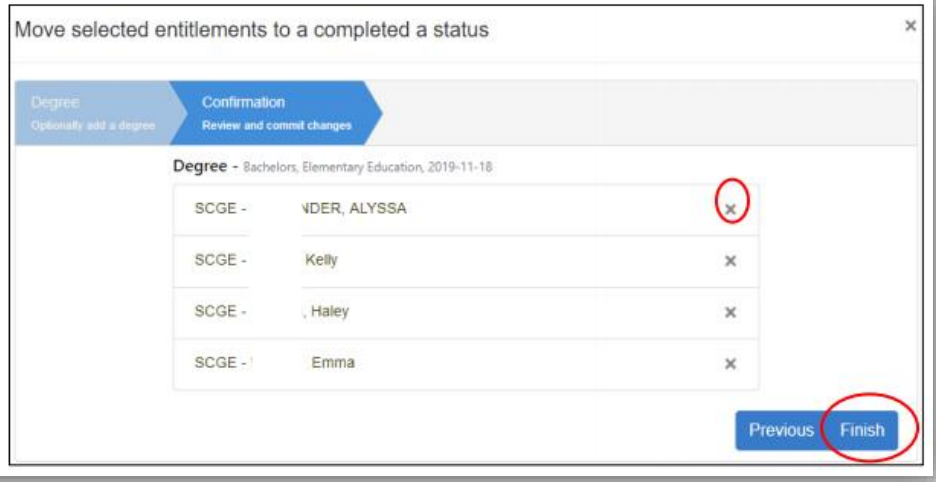
Helpful Hint: Select all individuals that have the same degree code, major and degree date. During this process you will be unable to add different degrees at one time.

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

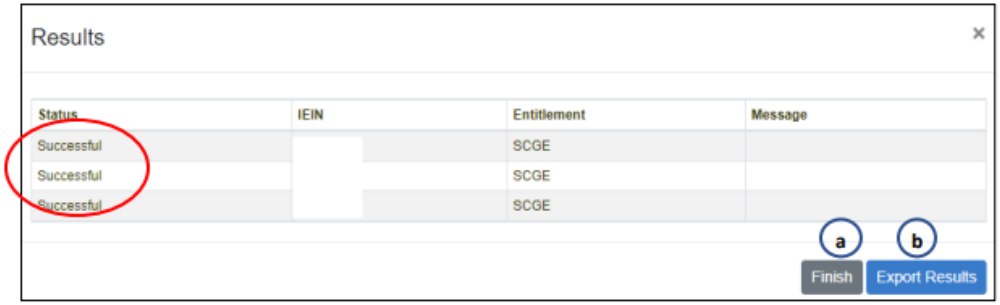
ILLINOIS STATE BOARD OF EDUCATION

Incomplete Entitlements

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



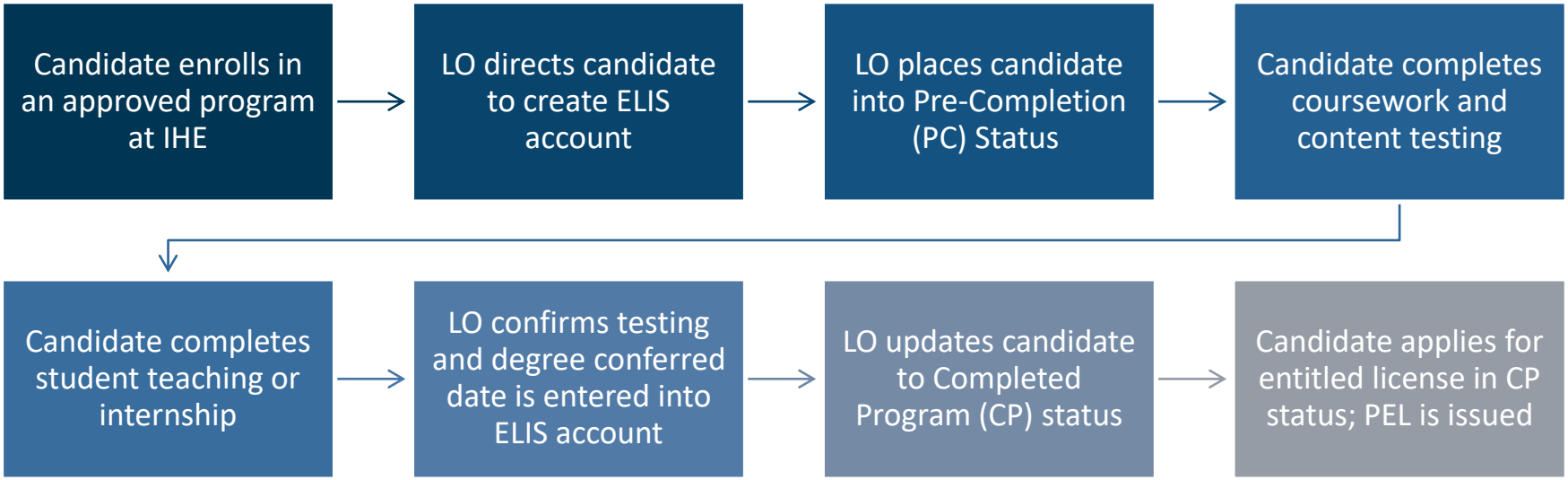
7. Verify the status of entitled individuals, select finish or export results.



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

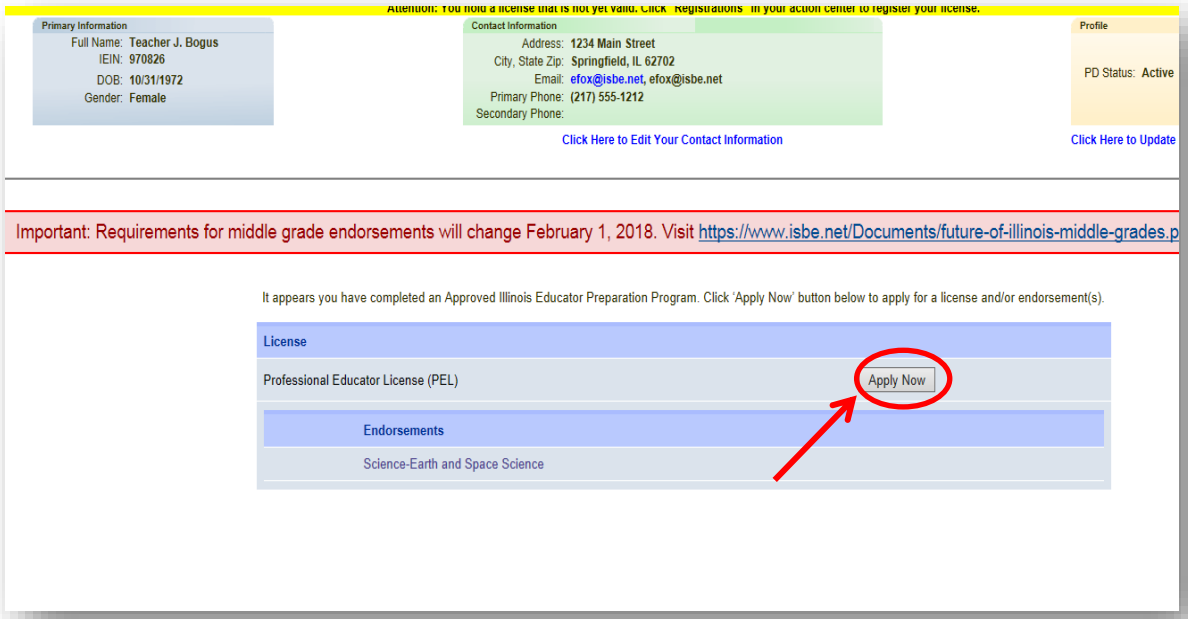
Entitlement Process



ILLINOIS STATE BOARD OF EDUCATION

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).



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

ILLINOIS STATE BOARD OF EDUCATION

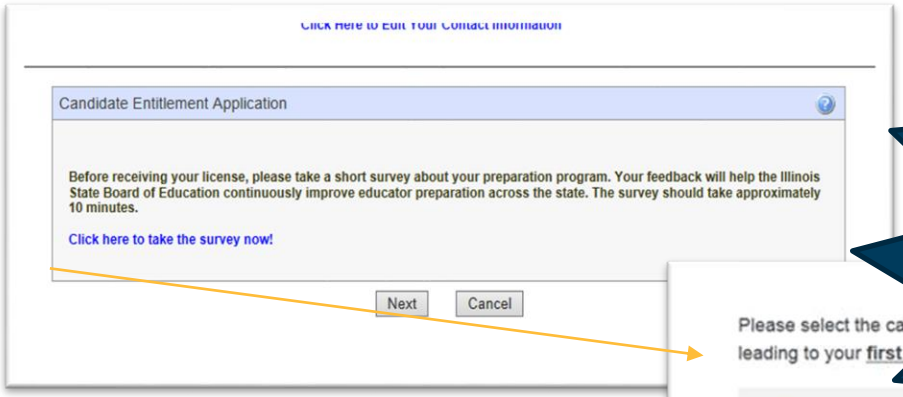
Applying for Entitlement

APPLICATION WIZARD

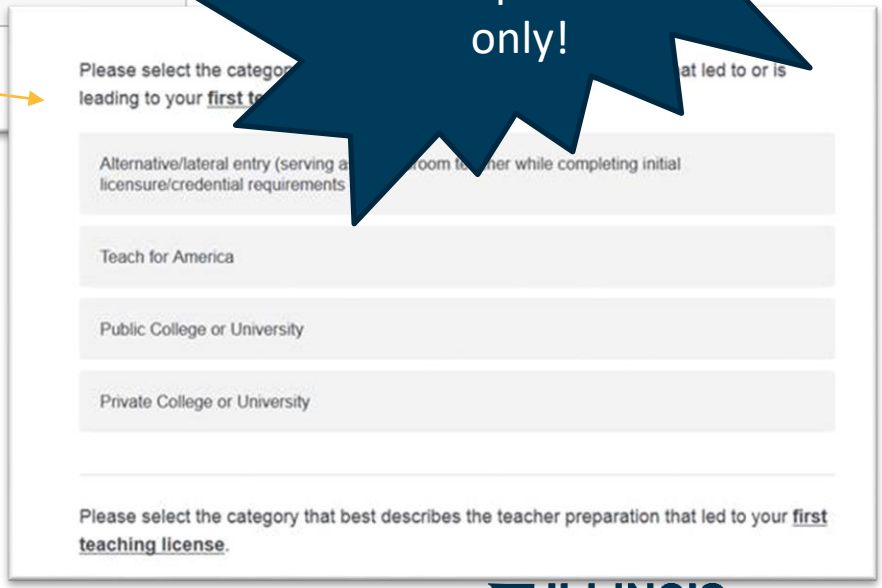
ILLINOIS STATE BOARD OF EDUCATION

Applying for Entitlement

Completer's Survey



Teacher program completers only!



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.

ILLINOIS STATE BOARD OF EDUCATION

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

ILLINOIS STATE BOARD OF EDUCATION

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.

ILLINOIS STATE BOARD OF EDUCATION

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.

ILLINOIS STATE BOARD OF EDUCATION

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

ILLINOIS STATE BOARD OF EDUCATION

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.

ILLINOIS STATE BOARD OF EDUCATION

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.

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ILLINOIS ADMINISTRATIVE RULE & SCHOOL CODE

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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

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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.

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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

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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.

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ANNUAL PROGRAM REPORTING (APR)

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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)

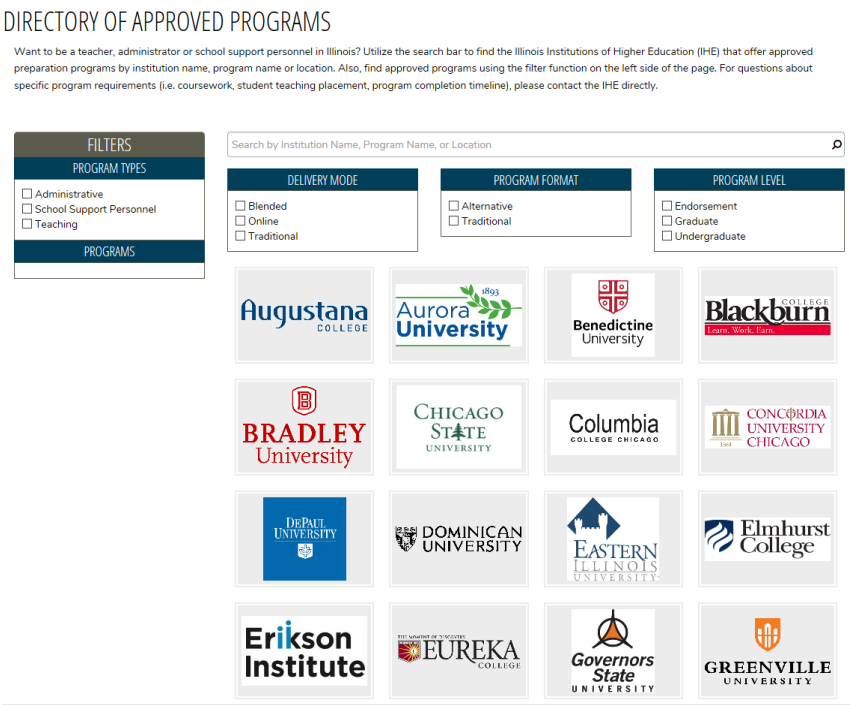
IHE Contact Directory- IHE must update as needed

More information can be found on the APR website

PROGRAMS

ILLINOIS STATE BOARD OF EDUCATION

Directory of Approved Programs



- 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.

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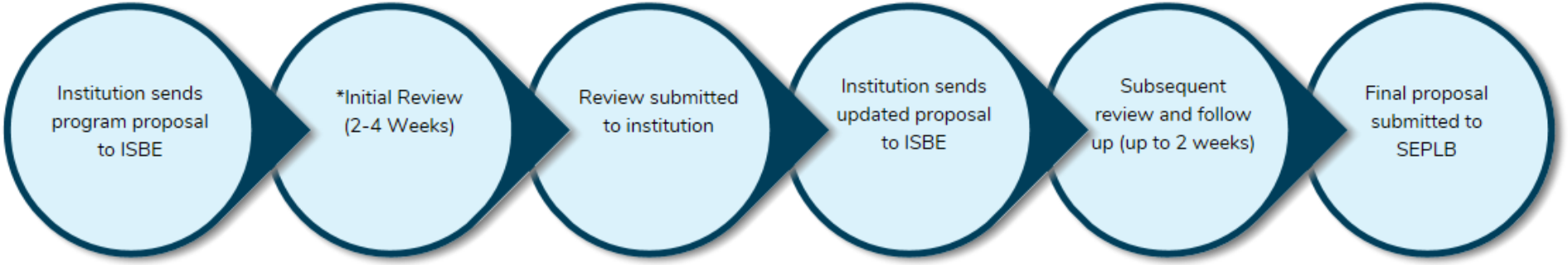
New Program Proposal Process

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.

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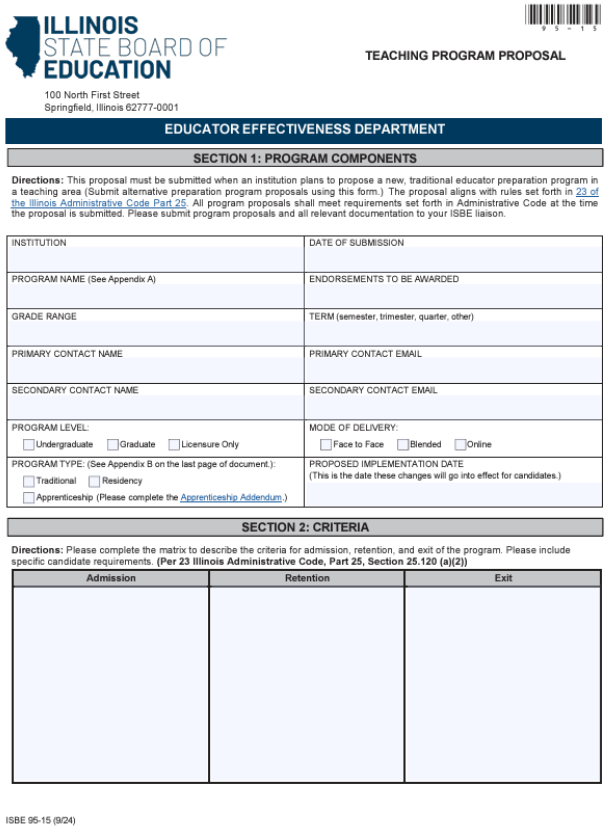
The Basics of Program Proposals

- 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



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100 North First Street
Springfield, Illinois 62777-0001

TEACHING PROGRAM PROPOSAL

EDUCATOR EFFECTIVENESS DEPARTMENT

SECTION 1: PROGRAM COMPONENTS

Directions: 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 23 of the Illinois Administrative Code Part 25. 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: ☐ Undergraduate ☐ Graduate ☐ Licensure Only	MODE OF DELIVERY: ☐ Face to Face ☐ Blended ☐ Online
PROGRAM TYPE: (See Appendix B on the last page of document.): ☐ Traditional ☐ Residency ☐ Apprenticeship (Please complete the Apprenticeship Addendum.)	PROPOSED IMPLEMENTATION DATE (This is the date these changes will go into effect for candidates.)

SECTION 2: CRITERIA

Directions: 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

ISBE 95-15 (9/24)

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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*

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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.

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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.

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Questions?

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