

APPLICATION FOR VISITING INTERNATIONAL TEACHER ENDORSEMENT

EDUCATOR EFFECTIVENESS DEPARTMENT

IMPORTANT: To be evaluated for this endorsement, you must also apply online and pay the applicable fee through your [Educator Licensure Information System \(ELIS\)](#) account. Only educators who are part of a J-1 exchange program may apply for the Educator License with Stipulations for Visiting International Teacher (ELS-VIT).

Directions: After the applicant completes Section I, please send this form to the hiring school district or entity to complete Section II. The completed form and the required documentation must be uploaded to ELIS by the ROE/ISC. The Chicago Public Schools Talent Office should email it to licensureforms@isbe.net. Forms submitted by the educator will not be honored. The ELS-VIT is valid for five fiscal years and is non-renewable.

PART I – APPLICANT INFORMATION

PRINT NAME (Last, First, Middle, Maiden)	IEIN	HOME TELEPHONE (Include Area Code)	WORK TELEPHONE (Include Area Code)
HOME ADDRESS (Street, City, State, ZIP Code)		BIRTHDATE	EMAIL

EDUCATION:	INSTITUTION NAME	DATES ATTENDED		CITY/STATE (PROVINCE)/COUNTRY	DEGREE/DIPLOMA	LANGUAGE OF INSTRUCTION	DATE
		Month/Year TO	Month/Year				
University							

I do hereby certify that all the information above is true, accurate and complete.

Date

Digital or Original Signature of Applicant

PART II – TO BE COMPLETED BY DISTRICT SUPERINTENDENT

Intended Position (include content area and grade- e.g., elementary education Grade 4; math Grades 9 & 10) _____

This district has entered into an agreement with the State Board of Education to test candidates for the Visiting International Educator Endorsement in the English language, to assess their educational programs, to review their backgrounds for criminal convictions, and to determine degree equivalence.

As district superintendent, I do hereby certify:

1. The individual named above has passed **ONE** of the following:

Yes No

- ☐ ☐ Test of English as a Foreign Language (TOEFL) iBT*
☐ ☐ Common European Framework of Reference (CEFR)**

Yes No

- ☐ ☐ A degree from an IHE in which the mode of instruction was English
☐ ☐ A major in the English language

*We will accept TOEFL iBT and TOEFL iBT Home Edition test results. The applicant must obtain the following minimum test scores in each section as follows: Reading (18), Writing (17), Listening (17), Speaking (20).

**Cambridge English level-based exam with level of proficiency of B2 or higher required.

2. I have verified the candidate:

Yes No

☐ ☐ Holds U.S. equivalent of bachelor's degree or higher (*indicate degree[s] and major field[s] of study*):

☐ ☐ Has completed formal teacher preparation for grade level(s): _____

☐ ☐ Passed a test for subject-matter competency and/or completed coursework comparable to a major in field of specialization (*if not indicated as major field of study on foreign credential evaluation, please explain here*):

☐ ☐ Will enter the U.S. in J-1 visa status and has been issued a DS-2019 by (*ISBE, CPS, or indicate other exchange program sponsor organization*):

☐ ☐ Provided evidence that a national criminal background check used in the individual's home country has been cleared

3. ☐ ☐ I verify that our district will require the candidate to undergo State and federal background checks and employment history reviews, as specified in Section 10-21.9 or 34-18.5 and Section 22-94 of the Code, prior to employment in the district.

SCHOOL DISTRICT NAME AND NUMBER	REGION, COUNTY, DISTRICT, TYPE CODE	DISTRICT SUPERINTENDENT NAME
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Date

Digital or Original Signature of District Superintendent