



Illinois State Board of Education

100 North First Street, E-240
Springfield, Illinois 62777-0001



**DUAL CREDIT:
ENGLISH VERIFICATION FORM**

EDUCATOR EFFECTIVENESS DEPARTMENT

PART I of IV – TO BE COMPLETED BY APPLICANT

This form should only be completed by individuals seeking a dual credit endorsement in **English**. Individuals seeking another content area should complete the form applicable to the specific content area.

A Dual Credit Endorsement, as designated in [110 ILCS 27/Dual Credit Quality Act](#), is an endorsement valid for grades 11-12 to be placed on the [Professional Educator License \(PEL\)](#) at the request of an instructor who meets the appropriate credential standards. An applicant applying for a Dual Credit Endorsement who has completed a Qualified Master's degree (QMD) or content specific coursework in graduate disciplines outside the QMD shall use this form to verify completion of the Dual Credit Endorsement requirement.

To qualify for a dual credit endorsement, an applicant must apply for the applicable endorsement in his/her Educator Licensure Information System (ELIS) account and complete the top portion of this form. The applicant should provide all information requested in Part I of this form, and forward to the hiring institution of higher education to complete parts II and III of the form. Please request that the college/university mail or email the completed form to your Regional Office of Education (ROE) or Intermediate Service Center (ISC.) Forms submitted to the Regional Office of Education by the applicant will not be honored. [Find your local ROE or ISC here.](#) Upon receipt, ROEs/ISCs will complete part IV and upload this form to the applicant's ELIS account.

Applicant's Name (Last, First, Middle, Maiden)	IEIN	Birthdate (mm/dd/yyyy)
Address (Street, City, State, Zip Code)	Telephone (Include Area Code)	E-Mail

Name of Regional Office of Education	Address (Street, City, State, Zip Code)
ROE E-Mail	Telephone (Include Area Code)

PART II of IV – TO BE COMPLETED BY THE HIRING INSTITUTION OF HIGHER EDUCATION

DIRECTIONS: Please complete the information below, date it, and affix the signature of the authorized official. Proceed to Part III to verify completion of Dual Credit Endorsement requirements. Then, mail or email this form to the Regional Office of Education listed by the applicant in Part I. Forms returned to the educator will not be honored.

Name of College/University	Telephone (Include Area Code)	Date of Email Received
Name of Chief Academic Officer or Provost	Title	

PART III of IV – TO BE COMPLETED BY THE HIRING INSTITUTION OF HIGHER EDUCATION

In order to receive the Dual Credit Endorsement, an instructor of dual credit courses shall meet the faculty credential standards allowed by the Higher Learning Commission, the Illinois Board of Higher Education (IBHE) 23 Illinois Administrative Code 1009.30(a)(2)(A) or by Illinois Community College Board (ICCB) Administrative Rule 23 Ill. Adm. Code Section 1501.303 to determine minimally qualified faculty. Colleges and universities must complete a thorough analysis of faculty transcripts in order to validate the minimum qualifications to teach prior to signing off on the endorsement area.

Dual Credit Endorsement	Qualified Master’s degree	Content-Specific Graduate Coursework*	Semester Hours
English – Composition	<input type="checkbox"/> QMD: English	MFA English English Education Literature Technical Writing	_____ _____ _____ _____
<p>A. When reviewing official transcripts for applicable coursework, use the box to the right to indicate the following information for each course honored toward the endorsement.</p> <p>(1) the course prefix, (2) the course number, (3) semester hours earned, and (4) name of the institution that awarded credit</p> <p>B. Coursework must total 18 semester hours. Convert quarter hours to semester hours as necessary.</p> <p>C. Coursework must be completed with a grade of “C” or higher.</p>		<p>Use the following format: <i>COM 506 (3 s.h.)- ISU</i></p>	

*Content-specific graduate coursework outside the **Qualifying Masters Discipline** will be evaluated and no more than 9 hours will count towards the 18 credit hours required. Additionally, the graduate coursework must relate directly to the content being taught for the endorsement.

YES NO *I certify that the information provided above is true and correct.*

Signature of CAO or Provost

Date

PART IV of IV – TO BE COMPLETED BY ROE/ISC

DIRECTIONS: Please complete the information below, date it, and affix the signature of the authorized official. Upload this form to the educator’s ELIS account upon receipt.

Name of ROE/ISC	Telephone (Include Area Code)	Date of Email Received
Name and Title of Licensure Specialist	E-Mail	

Signature of Licensure Specialist

Date