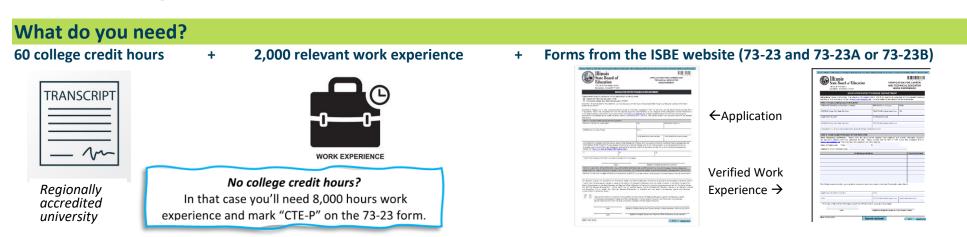
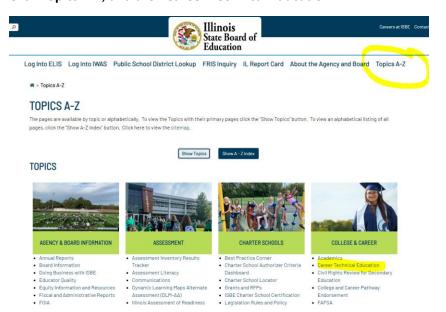
Applying for a CTE-ELS Educator License with Stipulations



Helpful Information

Visit the ISBE website and determine which endorsement best aligns with your work experience.

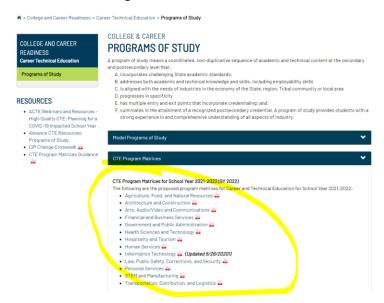
Click Topics A-Z, and then Career Technical Education.



From there, click **Programs of Study**



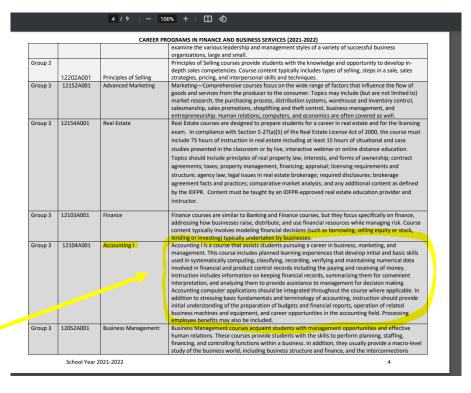
Locate the CTE **Program Matrices**.



Each Matrix will have Programs identified by title and CIP (classification of instructional program) code

			CAREER PROGRA	AMS IN FINANCE	AND BUSINESS SE	RVICES (2021-202	2)		
CAREER CLUSTER	Marketing	Marketing	Finance	Finance	Business Management & Administration	Business Management & Administration	Business Management & Administration	Business Management & Administration	
CIP	52.1401	52.1501	52.0801	52.0301	52.0201	52.0701	52.1001	52.0401	
PROGRAM	Marketing	Real Estate	Finance	Accounting	Business Management & Administration	Entrepreneurship/ Entrepreneurial Studies	Human Resources Management/Personnel Administration	Administrative Assistant and Secretarial Science	
			GROUP 1: ORIE	NTATION COURSES (Min	nimum Selection: One o	ourse from Group 1 or 2			
ORIENTATION	Career Exploration Business and	Career Exploration	Career Exploration	Career Exploration	Career Exploration	Career Exploration	Career Exploration	Career Exploration	
	Technology Concept	Business and Technology Concept	Business and Technology Concept	Business and Technology Concept	Business and Technology Concept	Business and Technology Concept	Business and Technology Concept	Business and Technology Concept	
	Recordkeeping	Recordkeeping	Recordkeeping	Recordkeeping	Keyboarding and Formatting	Keyboarding and Formatting	Keyboarding and Formatting	Keyboarding and Formatting	
	GROUP 2: INTRODUCTORY COURSES								
INTRODCUTORY COURSES	Introductory Business	Introductory Business	Introductory Business	Introductory Business	Introductory Business	Introductory Business	Introductory Business	Introduct	
	Computer Concepts and Software Applications	Computer Concepts and Software Applications	Software App	Computer Concepts and Software Applications					
	Product-Oriented	Product-Oriented			Business	Business		Business	
	Marketing	Marketing	Banking and Finance	Banking and Finance	Communications	Communication	ausiness Communications	Communications	
	Service-Oriented Marketing	Service-Oriented Marketing	Business Communications	Business Communications	Business Principles and Management	Businearples Management	Business Principles and Management	Business Principles and Management	
	Principles of Selling	Principles of Selling			Principles of Some	Principles of Selling			
	GROUP 3: SKILLS COVE (cantinum Selection 1)								
SKILLS COURSE	Advanced Marketing	Real Estate	Finance	Accounting I	Business Management	Entrepreneurship	Human Resources Management	Information Processing I	
	GROUP 4: ADVANCED COURSES								
ADVANCED COURSES	Hospitality & Tourism Marketing	Social Media Marketing	Banking	Accounting II	Business Law	Business Law	Business Law	Business Law	
	Social Media Marketing	Business Law	Business Economics	Income Tax Accounting	Business Economics	Business Economics	Business Economics	Information Processing II	
	Sports and Entertainment Marketing	Business Economics	Business Law	Cost Accounting	International Business and Marketing	International Business and Marketing	International Business and Marketing	Cost Accounting	
	International Business and Marketing	Business Ethics	Business Ethics	Payroll Accounting	Business Ethics	Business Ethics	Business Ethics	Payroll Accounting	
			Financial Accounting	Financial Accounting	Financial Accounting	Financial Accounting			
	GROUP 5: WORKPLACE EXPERIENCE COURSES								
WORKPLACE EXPERIENCE	Marketing Cluster Workplace Experience	Marketing Cluster Workplace Experience	Finance Cluster Workplace Experience	Finance Cluster Workplace Experience	Business, Management & Administration Workplace Experience	Business, Management & Administration Workplace Experience	Business, Management & Administration Workplace Experience	Business, Management & Administration Workplace Experience	
	Marketing Workplace Experience	Real Estate Workplace Experience	General Finance Workplace Experience	Accounting Workplace Experience	Business Management Workplace Experience	Entrepreneurial Workplace Experience	Human Resources Workplace Experience	Administration Assistant Workplace Experience	

IMPORTANT: After locating the column in the matrix that you feel aligns with your work experience, locate the SKILLS COURSE in that column of the matrix. Then page through the document to the SKILLS COURSE DESCRIPTION and verify that your work experience aligns with that course description. **Example—the skills course for Accounting is Accounting I and is on page 4 of the matrix.**



The **CIP code** for which you are applying will be entered on your 73-23 Application form. You may apply for up to three endorsement areas on one application.

Application for Career and Technical Educator Endorsement (Continued)

LiST-SPECIFIC CAREER AND TECHNICAL EDUCATOR PROGRAM TITLE(S) WITH CLASSIFICATION OF INSTRUCTIONAL PROGRAMS OR CIP CODE(S) TO BE TAUGHT (To be evaluated, the following is required. Please note: On an initial evaluation, up to 3 endorsements may be evaluated under one application fee. Subsequent endorsements require an additional application and fee. For a list of available endorsements, please visit: https://www.isbe.net/Pages/Career-Technical-Education.aspx)

1)

2)

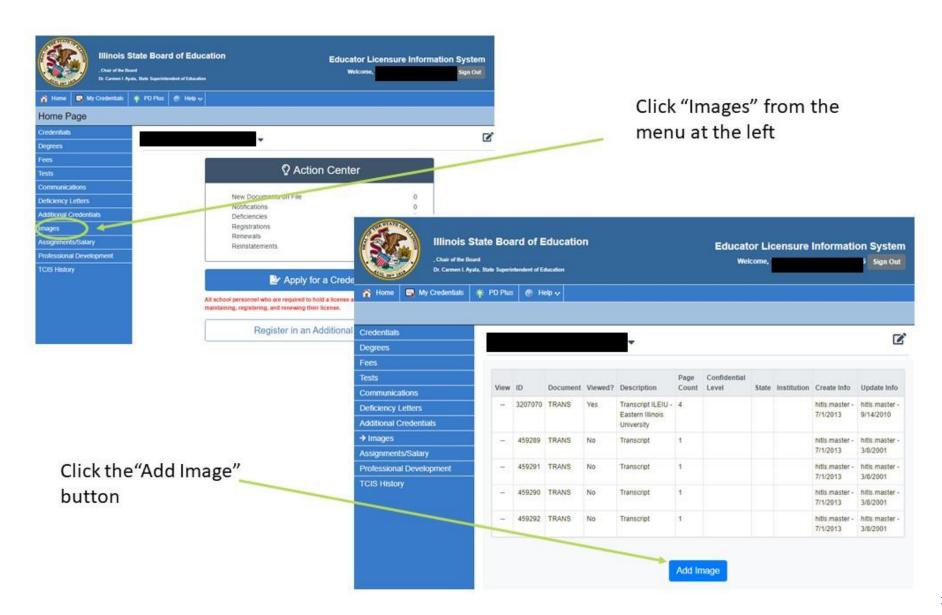
3)

2,000 hours of work experience are needed for the first CIP code and 1,000 hours for each subsequent CIP code.

ELIS: Uploading Documents (transcripts, work verification, etc)

Visit your local ROE office for help with this step.

Visit www.isbe.net and log in to ELIS



Checklist and tips for Applicants

Official transcript

- from an accredited college or university indicating 60 earned credit hours of coursework in any concentration.
- Level of attainment and specific courses taken are not a deciding factor in qualification.

☐ 73-23 application

- must be completed and signed by applicant. Applicant may submit as many as three separate endorsements for consideration.
- - The bottom portion is for certification by districts and is required ONLY when the educator is a Provisional applicant
 - Provisional applicants need not have any college coursework completed
- □ <u>73-23A</u> or <u>73-23B</u> Work Verification Forms (one for each employer/experience)
 - Use A form when the applicant has worked for another entity/employer and should be signed by former supervisor, human resources representative, or current manager
 - Use B form when the applicant was employed by an employer that is no longer is business OR the applicant was selfemployed
 - CTE-ELS applicants must have 2,000 hours verified work experience for initial endorsement and 1,000 unduplicated

- hours for subsequent endorsements. Work experience must be directly related and aligned to Skills level coursework.
- Provisional applicants must have 8,000 hours verified work experience for initial endorsement and 1,000 unduplicated hours for subsequent endorsements.
- Enter the total number of hours for each skill. Skills should only be combined in one line if closely related. Do not enter "five years" or "full time". See example following below.
- Do not copy/duplicate verbiage from coursework-- describe exactly the work done.
- Resumes are not required and are not considered verified. They
 can support the A or B form, but not replace them. Same with
 portfolios or work samples.

Example of poor work experience submission:

Construction 4660 hours *This would not tell the evaluator anything about the work performed.*

Jones Construction full time for two years Doesn't describe work or quantify hours of experience

Sketching and reading blueprints, seeking investors for company, framing and foundation of commercial buildings, accounting functions for business, create and edit documents, inspect equipment, tools and PPE, design company logo and maintain website

4660 hours

All work is combined with work unrelated to CIP, how many hours apply to the CIP is unknown

Compared to well-documented, but same work experience:

Sketching, reading and interpreting blueprints

Framing and foundation of commercial buildings

Inspect equipment, tools and PPE for safety of team

1200 hours

1300 hours