Applying for a CTE-ELS Educator License with Stipulations

What do you need?

60 college credit hours + 2,000 relevant work experience + Forms from the ISBE website (73-23 and 73-23A or 73-23B)

No college credit hours? In that case you’ll need 8,000 hours work experience and mark “CTE-P” on the 73-23 form.

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.

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.

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

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.
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

Click “Images” from the menu at the left

Click the “Add Image” button
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.
  • Please use current CIPs or program names [https://www.isbe.net/Pages/CTEProgStudy.aspx#collapse1undefined](https://www.isbe.net/Pages/CTEProgStudy.aspx#collapse1undefined) or [https://www.isbe.net/Documents/CTE-Lic-Endorsements-Guidance.pdf](https://www.isbe.net/Documents/CTE-Lic-Endorsements-Guidance.pdf) Using incorrect, outdated or retired CIPs or only indicating cluster area may cause delays.
    o The bottom portion is for certification by districts and is required ONLY when the educator is a Provisional applicant
    o Provisional applicants need not have any college coursework completed

❑ 73-23A or 73-23B 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 self-employed
  • 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 1200 hours
Framing and foundation of commercial buildings 3300 hours
Inspect equipment, tools and PPE for safety of team 160 hours