CTE Licensure Updates - EFE System Directors

August 2025



CTE Licensure Updates

Educator Licensure Information System (ELIS) CTE Application

Form Updates

• 73-23 Overview

Education for Employment (EFE) Director

• Recommendation

ELIS changes

• CTE Application Wizard



ELIS CTE Application

Handled by
Educator
Effectiveness
Department

- https://www.isbe.net/Pages/Ed ucator-Licensure.aspx
- Contact # (217) 557-4723

Regional
Office of
Education
(ROE)

- Best and most efficient line of communication
- https://www.isbe.net/Pages/co ntact-licensure.aspx



Form 73-23

Applicants will only need to submit the 73-23 form, which will include previous work experience!

- Application for CTE Endorsement
 - 73-23 Form (New updated 8/2025)
 - Listed <u>Licensure Forms</u> webpage
 - 73-23 Link
 - https://www.isbe.net/Documents/73-23-cte-lic-cte-prov.pdf



73-23: Instructions

EDUCATION EFFECTIVENESS DEPARTMENT

Instructions:

- You must apply online for this credential and pay the applicable fees through your Educator Licensure Information System (ELIS).
- For the Provisional Career and Technical Educator License (ELS-CTEP), please be sure to collect required signatures in Part II. Those applying for the Career and Technical Educator License (ELS-CTE) may skip Part II.
- List previous employment history in Part III of this form. The signature of your supervisor at your previous employer is required. If the supervisor's signature cannot be acquired, the form must be signed and stamped by a notary public.
- 4. The EFE may use Part IV to further elaborate on how the work experience is relevant to the position the educator will hold and the instructional program/CIP sought for licensure. EFE review of work experience is optional and recommended in cases where work experience may not be directly aligned to the instructional program or CIP sought. See EFE directory.
- You may submit the completed form and the required supporting documentation to your Regional Office of Education. See contact information.

Applicants:

- Apply online and pay fees through Educator Licensure Information System (ELIS)
- Collect all signature for CTEP (Part II)
- Part II not required for CTE applicants
- List previous employment history and previous supervisor's signature (Part III)
 - If the supervisor's signature cannot be acquired, the form must be signed and stamped by a notary public.
- All required parts be completed by the applicant prior to sending to EFF
- Request Educator For Employment (EFE) signature (Part IV)
 - EFE Directory https://www.isbe.net/Documents/efe_directory.pdf
- Complete 73-23 and supporting documents; submit to Regional Office of Education (ROE)
 - ROE Contact https://www.isbe.net/Pages/contact-licensure.aspx



73-23: Part I

Applicant Information

PART I – TO BE COMPLETED BY APPLICANT			
APPLICANT NAME (Last, First, Middle, Maiden)	IEIN BIRTHDATE		
ADDRESS (Street, City, State, ZIP Code)	EMAIL		
	HOME PHONE (Include Area Code) WORK PHONE (Include Area Code)	de)	



73-23: Part II

RICT INFORMATION MUST BE COMPLETE. (City of Chicago Human Resourc ublic Schools should fill it out for applicants in Chicago.) This applies to ELS NUMBER OF EMPLOYING SCHOOL DISTRICT (If you are currently not employed by a sch complete the following information for an applicant seeking an Educator License with Stipula ment request is made at the direction of the Board of Education and is a matter of record in tendent or the board secretary of the employing district are required for the Provisional Care ertify that no qualified teacher holding a Professional Educator License or an Educator Licen Endorsement is available and that actual circumstances require such issuance. (Article 21Bthat the district is unable to find a qualified individual holding a Professional Educator Licens ulations endorsed for Career and Technical Educator in the skill area of instruction, and that he employment of an individual provisionally licensed in the skill area of instruction. Digital or Original Signature of Superintendent or Boar Date Date Digital or Original Signature of Regional Office o



Must have all signatures for CTEP



Part II not required for CTE applicants



73-23: Part III

	_	OYER OR NOTARY PUBLIC (continued)
OSITION TITLE	EMPLOYER	EMPLOYER'S PHONE NUMBER
IPLOYER'S MAILING ADDRESS (Street, City, State, ZIP Code)	IMMEDIATE SUPER	VISOR'S NAME
PLOTER 3 MAILING ADDRESS (Street, City, State, ZIP Code)	IMMEDIATE SUPER	VIGUR & RAME
	IMMEDIATE SUPER	VISOR'S TITLE
IMBER OF HOURS WORKED PER YEAR	STARTING DATE	LEAVING DATE
OGRAM TITLE WITH CLASSIFICATION OF INSTRUCTIONAL PI	ROGRAM OR CIP	<u> </u>
RADE OR SKILLED WORK PERSONALLY PERFORMED BY YOU e specific: List equipment operated, skilled work or services perform		ance formber of employees supervised()
Skills/Responsibilities	ned, and supervisory expens	Hours Performed
	accurate, and complete, and	d that I was the immediate supervisor of the applica
	accurate, and complete, and	d that I was the immediate supervisor of the applica
	accurate, and complete, and	d that I was the immediate supervisor of the applica
during the above employment experience.		
		or Original Signature of Supervisor
during the above employment experience. Date	Digital	or Original Signature of Supervisor
during the above employment experience. Date	Digital	or Original Signature of Supervisor
during the above employment experience.	Digital	or Original Signature of Supervisor
during the above employment experience. Date	Digital	or Original Signature of Supervisor signed by a notary public.
during the above employment experience. Date	Digital	or Original Signature of Supervisor
Date INSTRUCTIONS: If the supervisor is no longer available, please ha	Digital	or Original Signature of Supervisor signed by a notary public.
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Date INSTRUCTIONS: If the supervisor is no longer available, please ha	Digital	or Original Signature of Supervisor signed by a notary public.
Date INSTRUCTIONS: If the supervisor is no longer available, please ha	Digital and this section reviewed and	or Original Signature of Supervisor I signed by a notary public. Notary Stamp
Date INSTRUCTIONS: If the supervisor is no longer available, please ha	Digital and this section reviewed and	or Original Signature of Supervisor signed by a notary public.
Date INSTRUCTIONS: If the supervisor is no longer available, please ha Date Date Printed Name of Notary Public	Digital of	or Original Signature of Supervisor i signed by a notary public. Notary Stamp
Date INSTRUCTIONS: If the supervisor is no longer available, please ha	Digital of	or Original Signature of Supervisor i signed by a notary public. Notary Stamp
Date INSTRUCTIONS: If the supervisor is no longer available, please ha Date Date Printed Name of Notary Public	Digital as this section reviewed and the secti	or Original Signature of Supervisor i signed by a notary public. Notary Stamp

- Applicant can apply to three CIPs per application
 - CIPs on 73-23 must match the CIPs listed on the ELIS application

Employment History

- Position/Title
- Employer details
- CIP
- Trade or Skilled Work performed by applicant
- Hours performed
- Supervisor signature

Notarize section

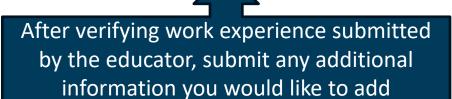
- Only if the supervisor is no longer available
- Applicant section
 - Applicant attests information submitted is accurate and signs



73-23: Part IV

ommendation: Pleas cable to the CIP Cod	e review the applicant's work e	experience listed in Part III and provide any additional commentary regarding the expe	rience

Recommendation



- Optional
- If there isn't a district employer yet, closest location to the applicant's residence
- EFE Signature
- Not asking to confirm the experience (call previous supervisors, collect paperwork, etc.)
- Help make the determination for licensure



CTE Application Wizard

Applicants will now be able to select in ELIS if they are applying for the CTE or CTEP license.





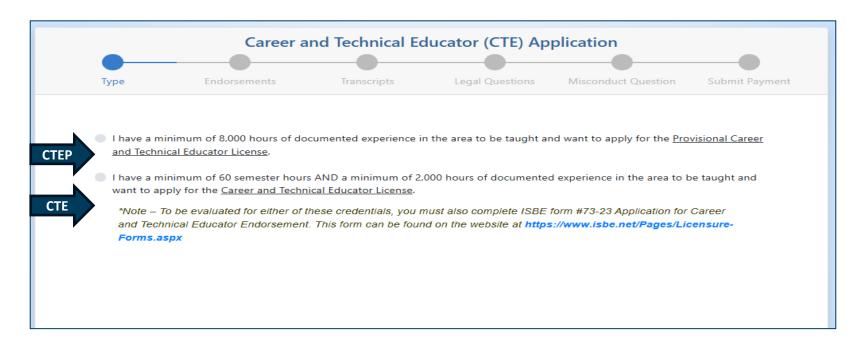
All school personnel who are required to hold a license are responsible for securing, maintaining, registering, and renewing their license.





Type of CTE Application

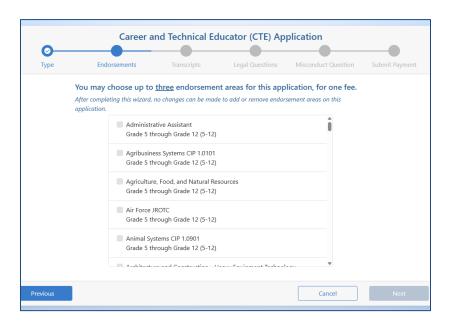
- If the applicant wants to apply for the CTEP, select the first option
- If the applicant wants to apply for the CTE, select the second option

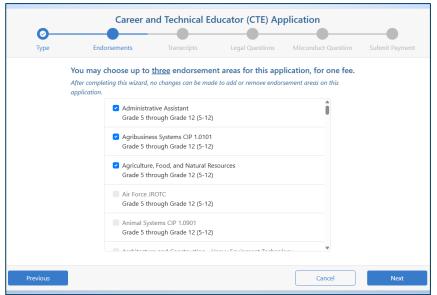




CTE/CTEP Endorsements

- For both CTEP and CTE applications, applicants must select at least one endorsement area and can max up to three
- Applicant may want to wait to apply in ELIS until after receiving the form back from the EFF in case there are any recommended changes, and the applicant agrees with those recommendations
- Once three endorsements are selected, other endorsement areas will grey out
- Applicants can deselect and choose a different endorsement area before continuing through the wizard, if desired

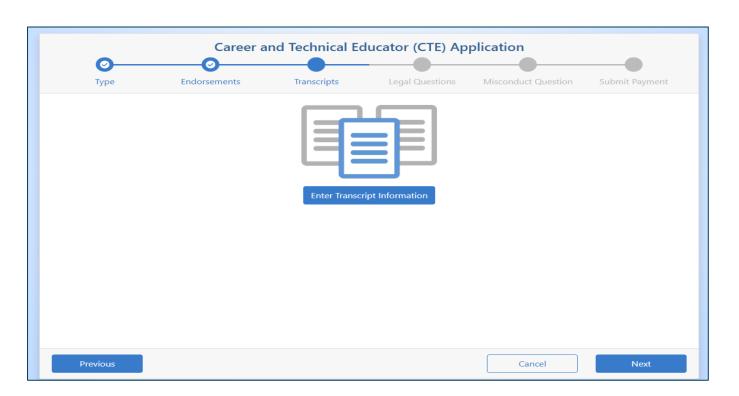






Transcript

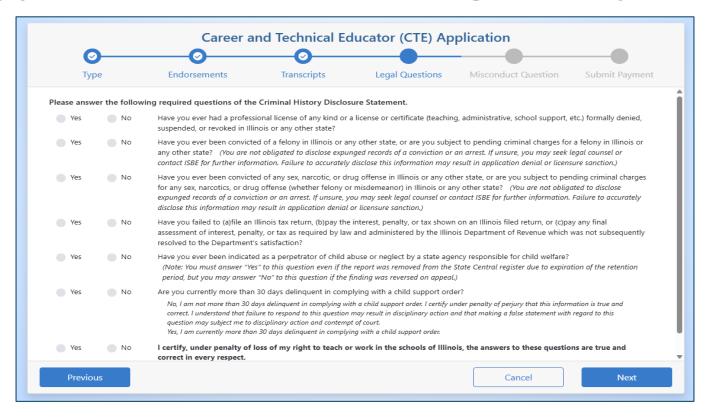
Applicants can enter transcript information





Legal Questions

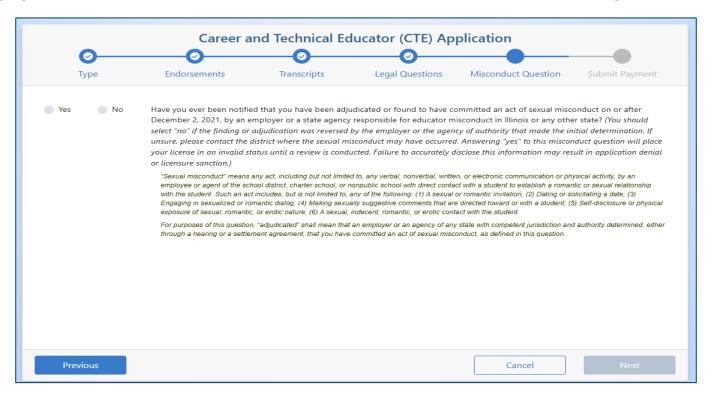
Applicant must answer background questions





Misconduct Questions

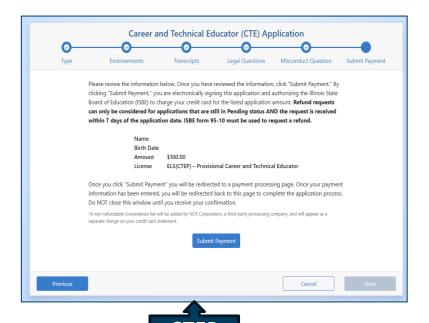
Applicant must answer misconduct question

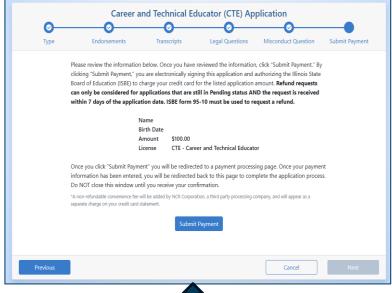




Payment

Applicant can submit payment - CTEP/CTE license









Confirmation Page

 Shows that applicant successfully applied for CTE Endorsement (no matter if it's for the CTE or CTEP license)

You have successfully applied for a Career and Technical Educator Endorsement (CTE).		
	Educator: IEIN:	
• • • • • • • • • • • • • • • • • • • •	was received, but an evaluation cannot be completed at this time. In order for an evaluation to provide your official transcripts in a sealed envelope from:	
	Illinois College, Illinois	
All materials should be	sent to:	
	Illinois State Board of Education	
	Educator Licensure Department	
	100 North First Street, E-240	
	Springfield, Illinois 62777-0001	
	OR	
	Your local Region Office of Education (ROE).	
	Find your local ROE here.	



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