CTE Licensure Updates - EFE System Directors

August 2025

ILLINOIS STATE BOARD OF EDUCATION

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

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ELIS CTE Application

Handled by Educator Effectiveness Department

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

Regional Office of Education (ROE)

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

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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 Licensure Forms webpage
  - 73-23 Link
    - https://www.isbe.net/Documents/73-23-cte-lic-cte-prov.pdf

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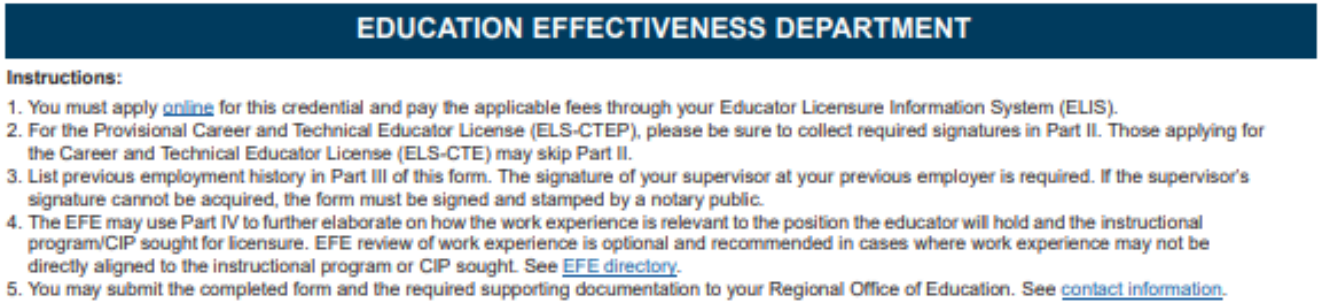
73-23: Instructions



EDUCATION EFFECTIVENESS DEPARTMENT

Instructions:

1. You must apply online for this credential and pay the applicable fees through your Educator Licensure Information System (ELIS).
2. 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.
3. 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.
5. 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

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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)

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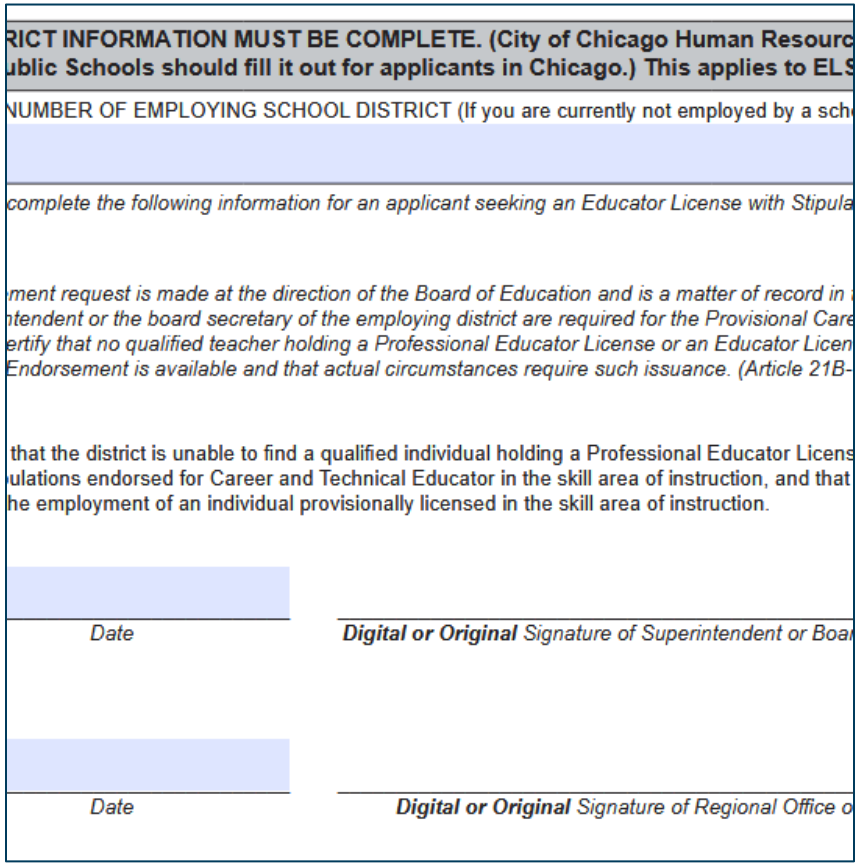
73-23: Part II



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
ntendent 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 21B-

that 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.

Date

***Digital or Original** Signature of Superintendent or Boa*

Date

***Digital or Original** Signature of Regional Office o*

Must have all signatures for CTEP

Part II not required for CTE applicants

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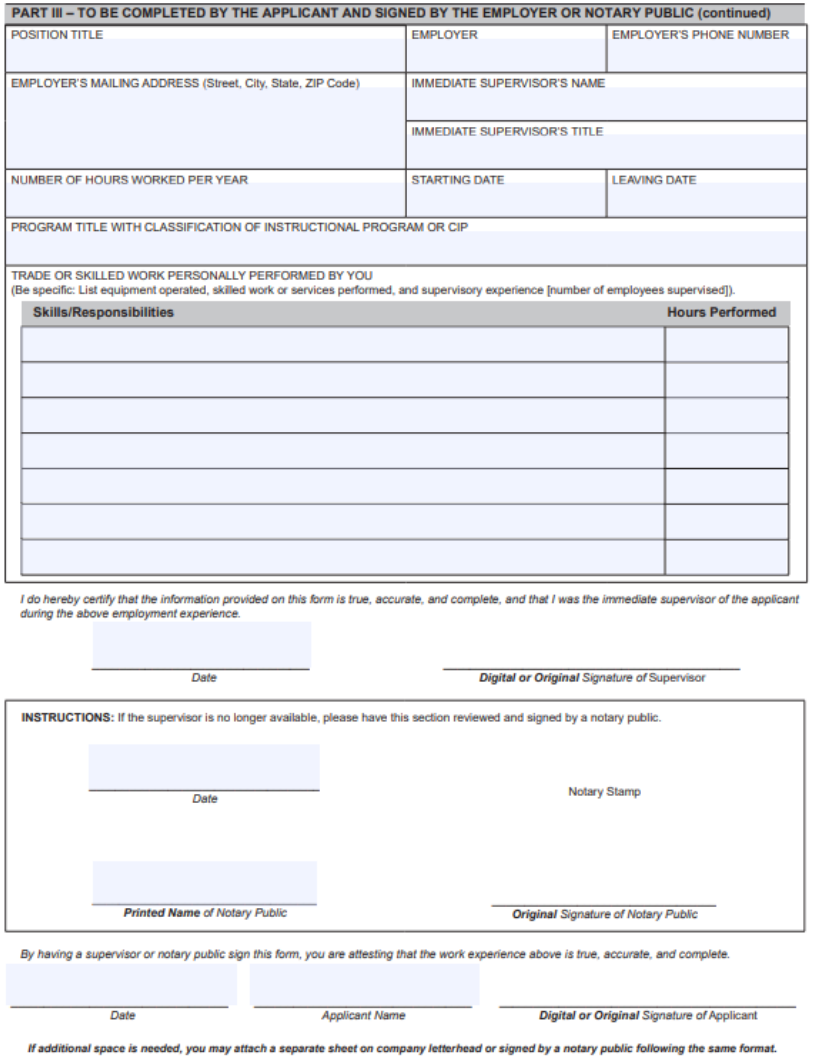
73-23: Part III



PART III – TO BE COMPLETED BY THE APPLICANT AND SIGNED BY THE EMPLOYER OR NOTARY PUBLIC (continued)

POSITION TITLE	EMPLOYER	EMPLOYER'S PHONE NUMBER
EMPLOYER'S MAILING ADDRESS (Street, City, State, ZIP Code)	IMMEDIATE SUPERVISOR'S NAME	
	IMMEDIATE SUPERVISOR'S TITLE	
NUMBER OF HOURS WORKED PER YEAR	STARTING DATE	LEAVING DATE
PROGRAM TITLE WITH CLASSIFICATION OF INSTRUCTIONAL PROGRAM OR CIP		

TRADE OR SKILLED WORK PERSONALLY PERFORMED BY YOU
(Be specific: List equipment operated, skilled work or services performed, and supervisory experience [number of employees supervised]).

Skills/Responsibilities	Hours Performed

I do hereby certify that the information provided on this form is true, accurate, and complete, and that I was the immediate supervisor of the applicant during the above employment experience.

Date _____ *Digital or Original Signature of Supervisor* _____

INSTRUCTIONS: If the supervisor is no longer available, please have this section reviewed and signed by a notary public.

Date _____ Notary Stamp

Printed Name of Notary Public _____ *Original Signature of Notary Public* _____

By having a supervisor or notary public sign this form, you are attesting that the work experience above is true, accurate, and complete.

Date _____ *Applicant Name* _____ *Digital or Original Signature of Applicant* _____

If additional space is needed, you may attach a separate sheet on company letterhead or signed by a notary public following the same format.

- 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

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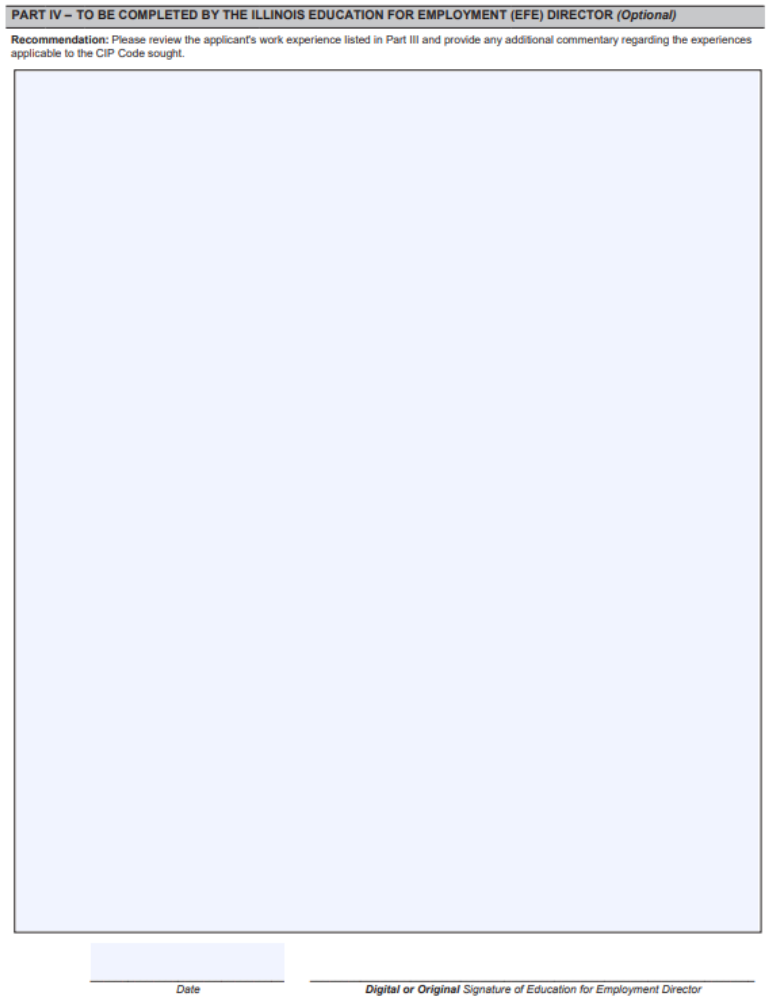
73-23: Part IV



PART IV – TO BE COMPLETED BY THE ILLINOIS EDUCATION FOR EMPLOYMENT (EFE) DIRECTOR *(Optional)*

Recommendation: Please review the applicant's work experience listed in Part III and provide any additional commentary regarding the experiences applicable to the CIP Code sought.

Date

***Digital or Original** Signature of Education for Employment Director*

Recommendation

After verifying work experience submitted by the educator, submit any additional information you would like to add

- 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

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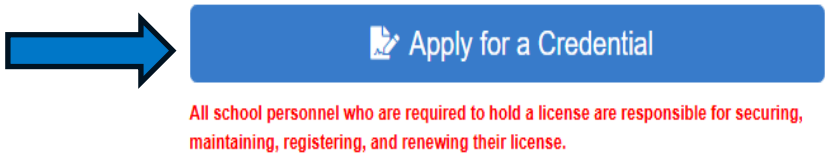
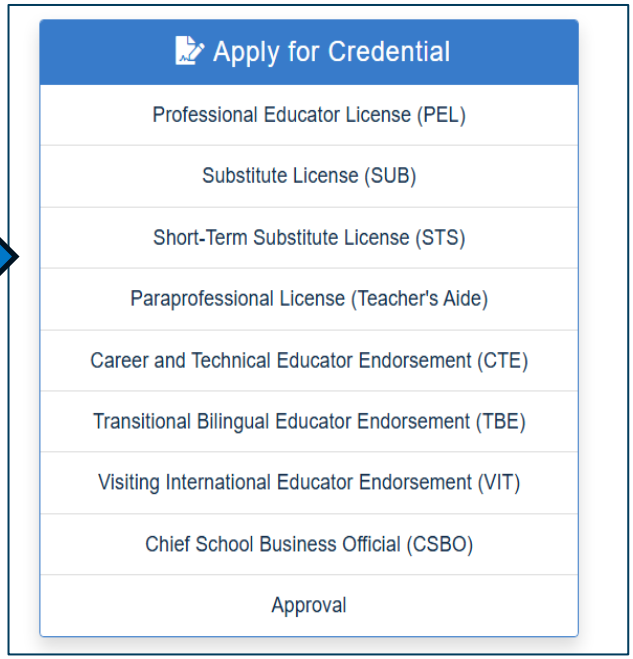
CTE Application Wizard

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

- Apply for the credential





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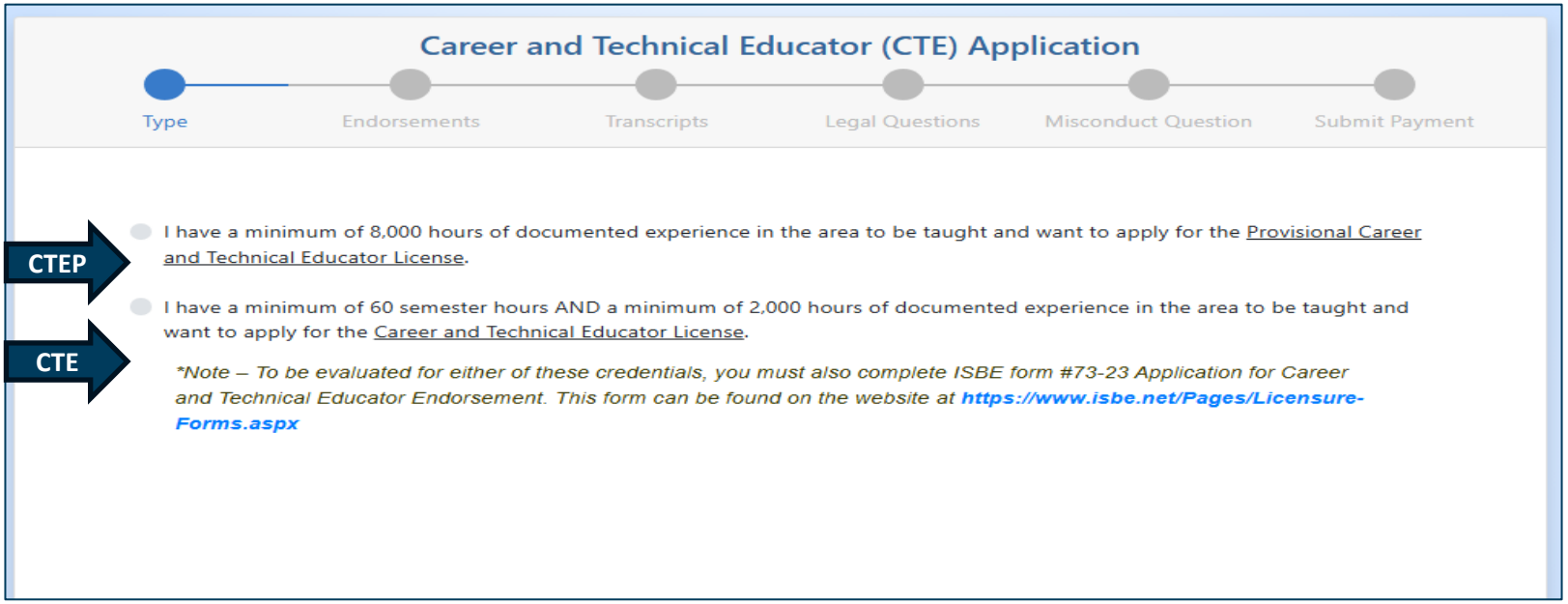
Type of CTE Application

- 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



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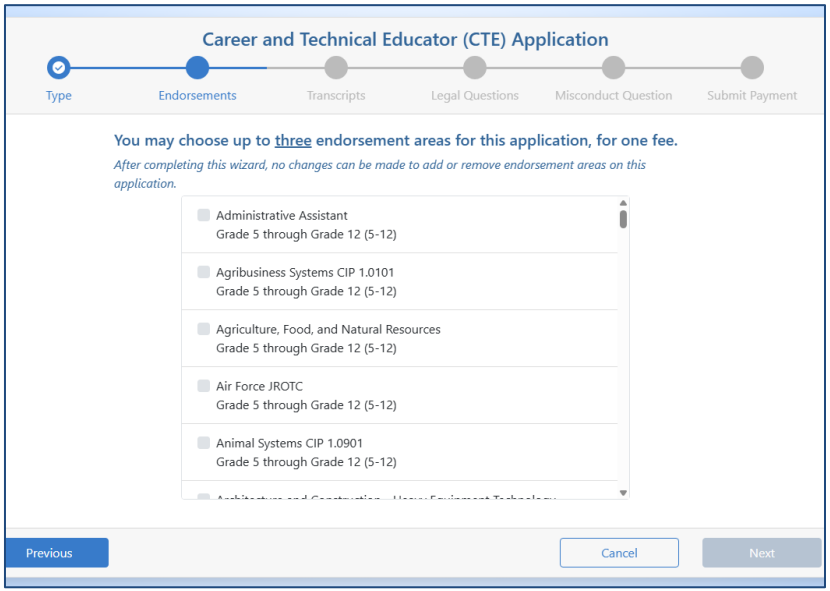
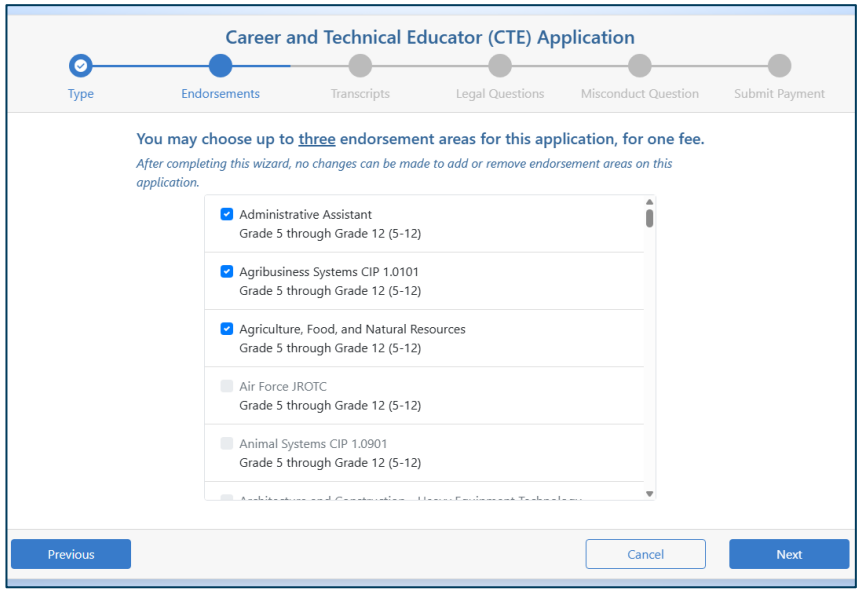
CTE/CTEP Endorsements

- 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





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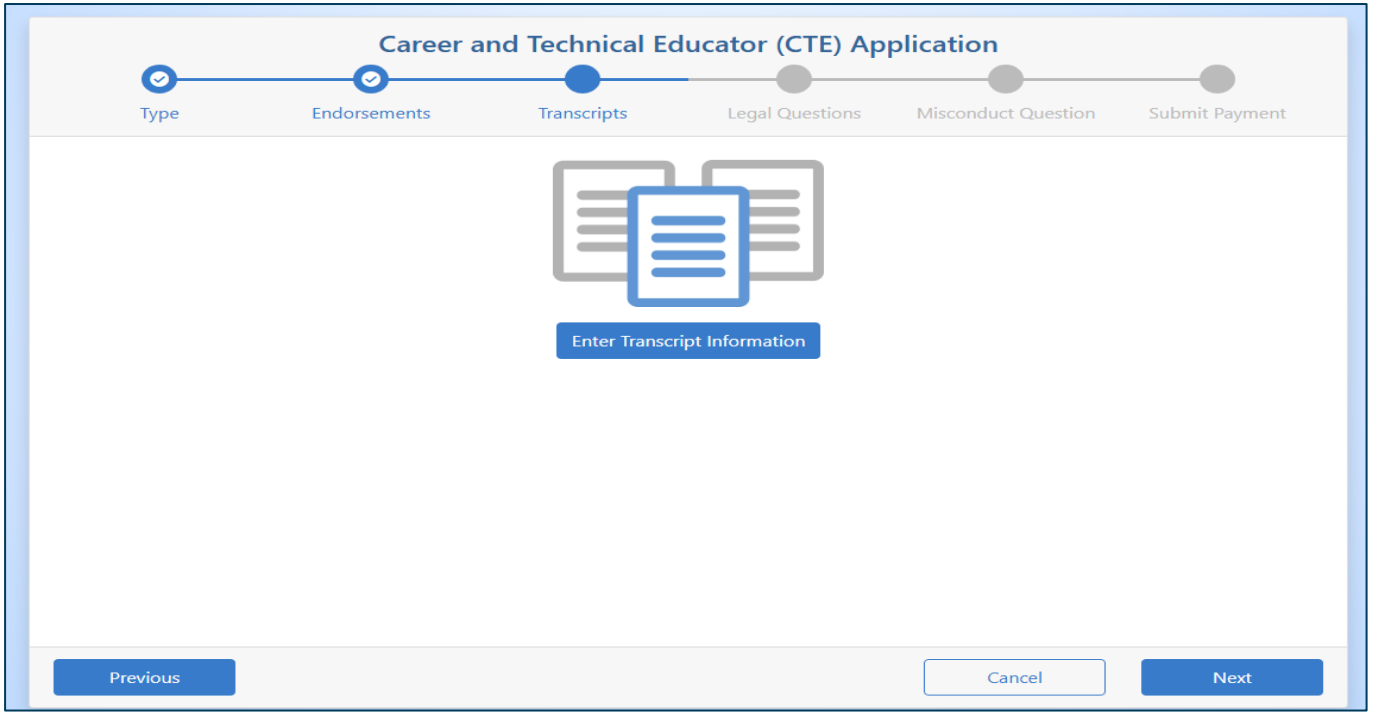
Transcript

- **Applicants can enter transcript information**



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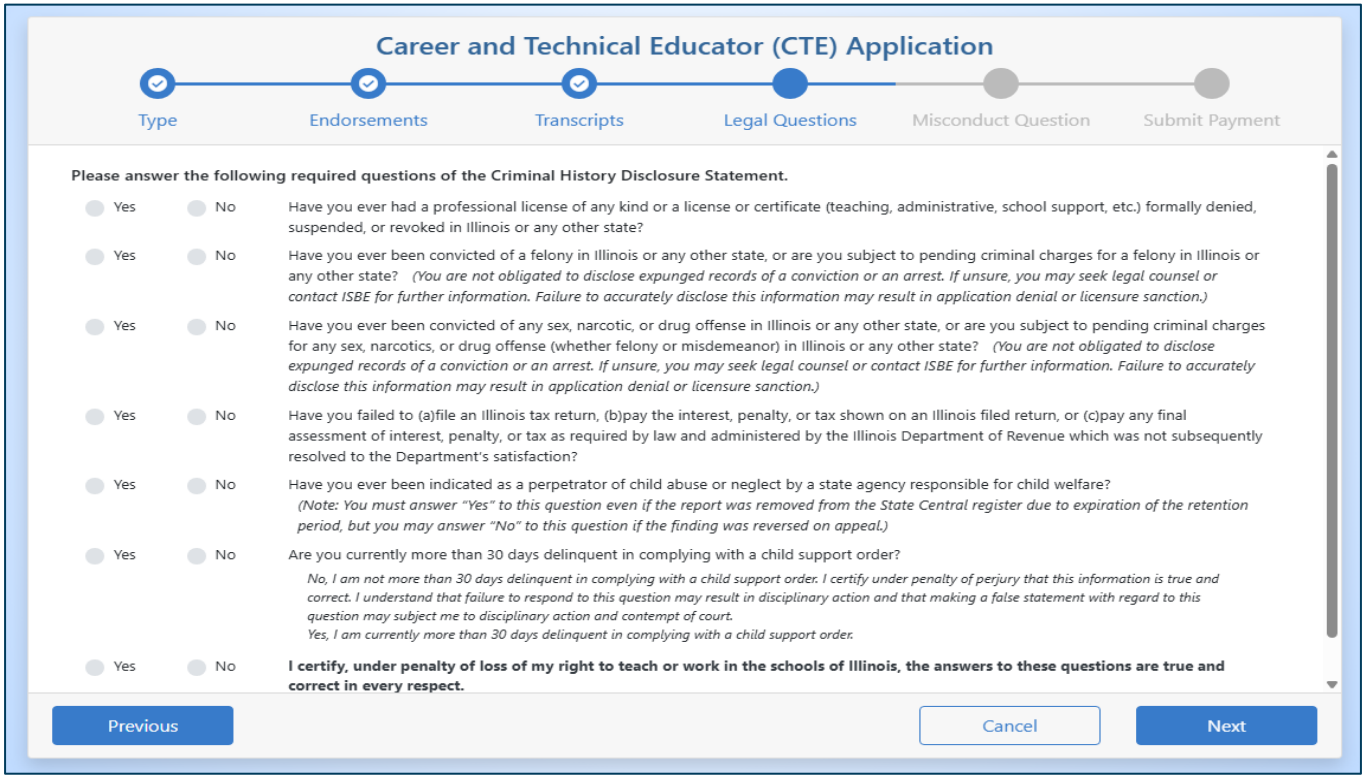
Legal Questions

- **Applicant must answer background questions**



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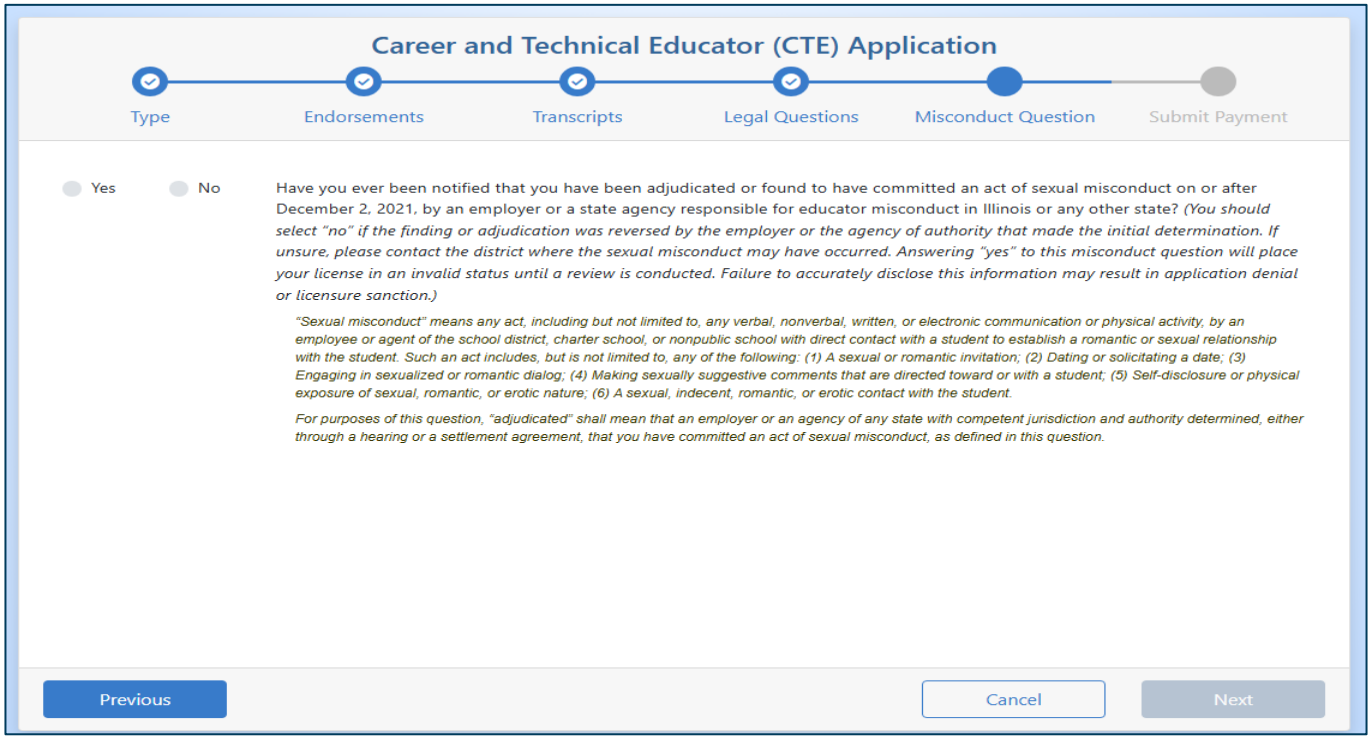
Misconduct Questions

- **Applicant must answer misconduct question**



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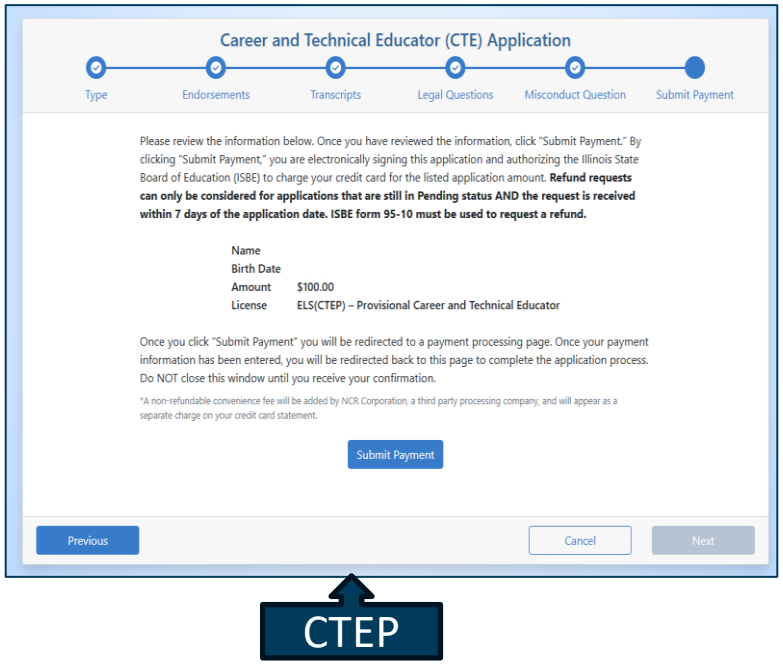
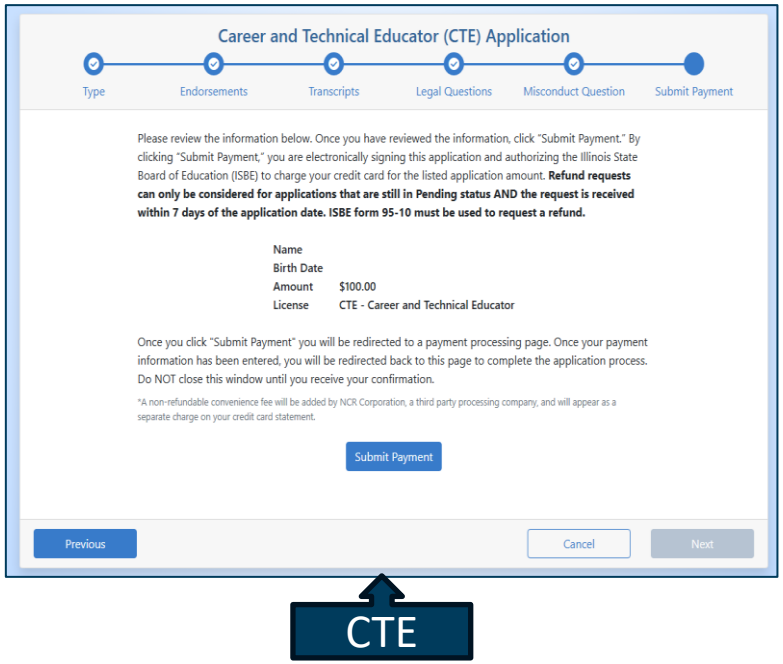
Payment

- **Applicant can submit payment - CTEP/CTE license**



CTEP



CTE

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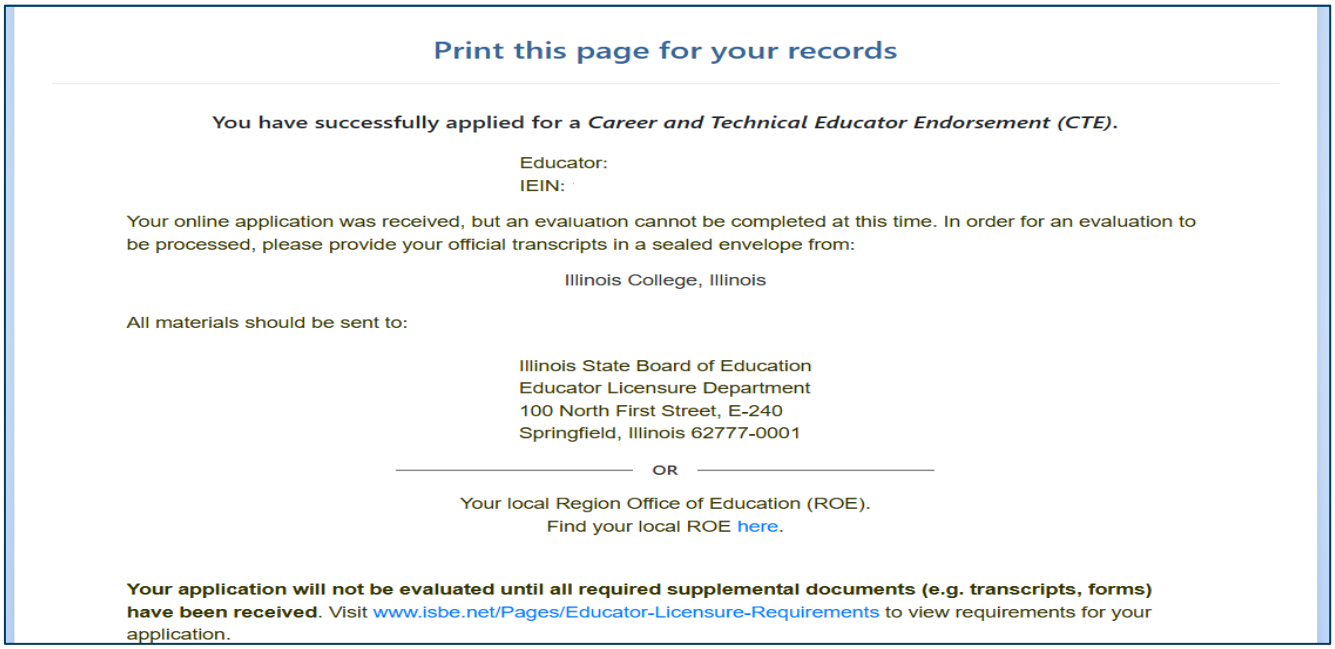
Confirmation Page

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



Print this page for your records

You have successfully applied for a *Career and Technical Educator Endorsement (CTE)*.

Educator:
IEIN:

Your online application was received, but an evaluation cannot be completed at this time. In order for an evaluation to be processed, please 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.

Your application will not be evaluated until all required supplemental documents (e.g. transcripts, forms) have been received. Visit www.isbe.net/Pages/Educator-Licensure-Requirements to view requirements for your application.

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