

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/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>

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>

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>

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) |

73-23: Part II

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| RICT INFORMATION MUST BE COMPLETE. (City of Chicago Human Resource Public 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 ndependent 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. | |
| <div></div> | |
| Date | Digital or Original Signature of Superintendent or Boar |
| <div></div> | |
| 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

| 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

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

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



 Apply for a Credential

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



|  Apply for Credential |
|----------------------------------------------------------------------------------------------------------|
| Professional Educator License (PEL) |
| Substitute License (SUB) |
| Short-Term Substitute License (STS) |
| Paraprofessional License (Teacher's Aide) |
| Career and Technical Educator Endorsement (CTE) |
| Transitional Bilingual Educator Endorsement (TBE) |
| Visiting International Educator Endorsement (VIT) |
| Chief School Business Official (CSBO) |
| Approval |

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

Career and Technical Educator (CTE) Application

Type Endorsements Transcripts Legal Questions Misconduct Question Submit Payment

CTEP ☐ I have a minimum of 8,000 hours of documented experience in the area to be taught and want to apply for the Provisional Career and Technical Educator License.

CTE ☐ I have a minimum of 60 semester hours AND a minimum of 2,000 hours of documented experience in the area to be taught and want to apply for the Career and Technical Educator License.

**Note – To be evaluated for either of these credentials, you must also complete ISBE form #73-23 Application for Career and Technical Educator Endorsement. This form can be found on the website at <https://www.isbe.net/Pages/Licensure-Forms.aspx>*

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

Career and Technical Educator (CTE) Application

Type Endorsements Transcripts Legal Questions Misconduct Question Submit Payment

You may choose up to three endorsement areas for this application, for one fee.
After completing this wizard, no changes can be made to add or remove endorsement areas on this application.

- ☐ Administrative Assistant
Grade 5 through Grade 12 (5-12)
- ☐ Agribusiness Systems CIP 1.0101
Grade 5 through Grade 12 (5-12)
- ☐ Agriculture, Food, and Natural Resources
Grade 5 through Grade 12 (5-12)
- ☐ Air Force JROTC
Grade 5 through Grade 12 (5-12)
- ☐ Animal Systems CIP 1.0901
Grade 5 through Grade 12 (5-12)
- ☐ Architecture and Construction Management Technology

Previous Cancel Next

Career and Technical Educator (CTE) Application

Type Endorsements Transcripts Legal Questions Misconduct Question Submit Payment

You may choose up to three endorsement areas for this application, for one fee.
After completing this wizard, no changes can be made to add or remove endorsement areas on this application.

- ☒ Administrative Assistant
Grade 5 through Grade 12 (5-12)
- ☒ Agribusiness Systems CIP 1.0101
Grade 5 through Grade 12 (5-12)
- ☒ Agriculture, Food, and Natural Resources
Grade 5 through Grade 12 (5-12)
- ☐ Air Force JROTC
Grade 5 through Grade 12 (5-12)
- ☐ Animal Systems CIP 1.0901
Grade 5 through Grade 12 (5-12)
- ☐ Architecture and Construction Management Technology

Previous Cancel Next

Transcript

- Applicants can enter transcript information

The screenshot displays the 'Career and Technical Educator (CTE) Application' interface. At the top, a progress bar shows six steps: 'Type' (completed with a checkmark), 'Endorsements' (completed with a checkmark), 'Transcripts' (current step with a blue dot), 'Legal Questions' (pending with a grey dot), 'Misconduct Question' (pending with a grey dot), and 'Submit Payment' (pending with a grey dot). The main content area features a large icon of two overlapping documents with a blue square overlay containing horizontal lines, representing a transcript. Below this icon is a blue button labeled 'Enter Transcript Information'. At the bottom of the form, there are three buttons: 'Previous' (blue), 'Cancel' (light blue), and 'Next' (blue).

Legal Questions

- Applicant must answer background questions

The screenshot shows the 'Career and Technical Educator (CTE) Application' form. At the top, a progress bar indicates the following steps: Type, Endorsements, Transcripts, Legal Questions (current step), Misconduct Question, and Submit Payment. The 'Legal Questions' section is titled 'Please answer the following required questions of the Criminal History Disclosure Statement.' It contains seven questions, each with 'Yes' and 'No' radio button options. The questions cover professional license status, criminal convictions, sex/narcotics/drug offenses, tax compliance, child abuse/neglect, and child support orders. A final statement requires the applicant to certify the truthfulness of their answers under penalty of loss of teaching rights. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

Career and Technical Educator (CTE) Application

Type Endorsements Transcripts **Legal Questions** Misconduct Question Submit Payment

Please answer the following required questions of the Criminal History Disclosure Statement.

☐ Yes ☐ No Have you ever had a professional license of any kind or a license or certificate (teaching, administrative, school support, etc.) formally denied, suspended, or revoked in Illinois or any other state?

☐ Yes ☐ No Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? *(You are not obligated to disclose expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)*

☐ Yes ☐ No Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotics, or drug offense (whether felony or misdemeanor) in Illinois or any other state? *(You are not obligated to disclose expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)*

☐ Yes ☐ No Have you failed to (a)file an Illinois tax return, (b)pay the interest, penalty, or tax shown on an Illinois filed return, or (c)pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?

☐ Yes ☐ No Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare?
(Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)

☐ Yes ☐ No Are you currently more than 30 days delinquent in complying with a child support order?
No, I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.
Yes, I am currently more than 30 days delinquent in complying with a child support order.

☐ Yes ☐ No I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.

Previous Cancel Next

Misconduct Questions

- Applicant must answer misconduct question

Career and Technical Educator (CTE) Application

☒

Type

☒

Endorsements

☒

Transcripts

☒

Legal Questions

☒

Misconduct Question

☐

Submit Payment

☐ Yes ☐ No

Have you ever been notified that you have been adjudicated or found to have committed an act of sexual misconduct on or after December 2, 2021, by an employer or a state agency responsible for educator misconduct in Illinois or any other state? (You should select "no" if the finding or adjudication was reversed by the employer or the agency of authority that made the initial determination. If unsure, please contact the district where the sexual misconduct may have occurred. Answering "yes" to this misconduct question will place your license in an invalid status until a review is conducted. Failure to accurately disclose this information may result in application denial or licensure sanction.)

"Sexual misconduct" means any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee or agent of the school district, charter school, or nonpublic school with direct contact with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following: (1) A sexual or romantic invitation; (2) Dating or soliciting a date; (3) Engaging in sexualized or romantic dialog; (4) Making sexually suggestive comments that are directed toward or with a student; (5) Self-disclosure or physical exposure of sexual, romantic, or erotic nature; (6) A sexual, indecent, romantic, or erotic contact with the student.

For purposes of this question, "adjudicated" shall mean that an employer or an agency of any state with competent jurisdiction and authority determined, either through a hearing or a settlement agreement, that you have committed an act of sexual misconduct, as defined in this question.

Previous

Cancel

Next

Payment

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

Career and Technical Educator (CTE) Application

Type Endorsements Transcripts Legal Questions Misconduct Question Submit Payment

Please review the information below. Once you have reviewed the information, click "Submit Payment." By clicking "Submit Payment," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the listed application amount. **Refund requests can only be considered for applications that are still in Pending status AND the request is received within 7 days of the application date. ISBE form 95-10 must be used to request a refund.**

| | |
|------------|-------------------------------------------------------|
| Name | |
| Birth Date | |
| Amount | \$100.00 |
| License | ELS(CTEP) – Provisional Career and Technical Educator |

Once you click "Submit Payment" you will be redirected to a payment processing page. Once your payment information has been entered, you will be redirected back to this page to complete the application process. Do NOT close this window until you receive your confirmation.

*A non-refundable convenience fee will be added by NCR Corporation, a third party processing company, and will appear as a separate charge on your credit card statement.

[Submit Payment](#)

[Previous](#) [Cancel](#) [Next](#)

CTEP

Career and Technical Educator (CTE) Application

Type Endorsements Transcripts Legal Questions Misconduct Question Submit Payment

Please review the information below. Once you have reviewed the information, click "Submit Payment." By clicking "Submit Payment," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the listed application amount. **Refund requests can only be considered for applications that are still in Pending status AND the request is received within 7 days of the application date. ISBE form 95-10 must be used to request a refund.**

| | |
|------------|-------------------------------------|
| Name | |
| Birth Date | |
| Amount | \$100.00 |
| License | CTE - Career and Technical Educator |

Once you click "Submit Payment" you will be redirected to a payment processing page. Once your payment information has been entered, you will be redirected back to this page to complete the application process. Do NOT close this window until you receive your confirmation.

*A non-refundable convenience fee will be added by NCR Corporation, a third party processing company, and will appear as a separate charge on your credit card statement.

[Submit Payment](#)

[Previous](#) [Cancel](#) [Next](#)

CTE

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.

Thank you